**Time Management** - For Students Simple things you can do to manage your time better

Okay, we know you have a lot going on in your life. You have that mountain of homework to do. There are football games to go to, the dances, and all the other things that come with being a teenager in the year 2000 and beyond. So, how do you manage these things and still keep those grades up? Read on and find out how.

* Get yourself a CALENDAR. Now, don't go hitting your parents up for that $40 leather organizer you spotted in the local office supply store. A simple wall calendar will do. Or you can invest in something more portable such as any of the numerous yet economical student planners you can find in any drug store.
* LIST all your activities on a piece of paper. How much time do you spend, on average, completing homework or studying? What organizations do you belong to and when do they meet? What sports are you involved in and when are the practices and games held? You get the picture. Put them in your planner, in PENCIL, in case you need to adjust things later on.
* PRIORITIZE. Give each item a number or letter as to how important it is. and according to when it needs to be completed.  For example: A. Needs to be done today. B. Can wait until A tasks are finished. C. Not that important and can wait until a later time or date.
* GET REAL. You may want to list that Biology assignment as a C task but if your grades slip we don't see many football games or dances in your future. Keep yourself honest and get the studying done first so you can fun later on.
* Stay FOCUSED. The key to a managing your time with a calendar or planner is to stick with it. If it sits in your dresser drawer and never is used, it isn't serving its purpose very well. Make sure to keep at it and keep it up to date. Cross off tasks that have been completed. Reprioritize what hasn't been finished where needed. It sounds complicated now but after a while you'll wonder what you did without it.
* Be FLEXIBLE. Things change quickly and you may have to move things around a bit to accommodate mom or dad's request to stay home and help with the yard or your siblings. If things change, and you need to miss an activity with a club, etc. let someone in charge know. It'll save you a lot of work later on.
* SCHEDULE time for YOURSELF. Always remember to make some time for yourself and your friends. A successful student and leader is a well-rounded one!  Now these guidelines may not work for everyone. The best suggestion we can make is try it out and see how it goes. If you need to make slight changes or need to come up with your own system...go for it. As long as you keep those commitments, both academic and otherwise, you'll be way ahead of the game.