

HOW MANY MINUTES?

»»» TASKS AT SCHOOL

TIME MANAGEMENT Skills



ESTIMATING TIME

- Time management skills involve the ability to prioritize the steps needed to complete a task and schedule them with adequate timing to complete the work satisfactorily.
- A student needs to estimate the passing of time to plan how long it will take to complete these tasks at home so they can make better decisions for completing chores and reaching deadlines.



TIME MANAGEMENT

»» TASKS AT SCHOOL

ESTIMATING TIME: HOW MANY MINUTES? **I**

This activity can help you learn to plan how long it will take to finish school tasks so you can make better decisions for completing all assignments and reaching deadlines.

- DIRECTIONS:
1. Read each task and guess how long it would take to complete these school tasks.
 2. Next, actually complete the task. Did you come close to guessing the time needed? If not, did you guess too much or too little time?

Tasks at School	Guess How Many Minutes??	Actual Time in Minutes
Look up and write the definition of 4 words		
Read 5 paragraphs		
Copy 10 spelling words		
Alphabetize 10 words		
Cut 10 pictures from a magazine		
Glue 10 pictures onto paper and label them		
Clean out your locker		
Highlight important words on a page		

TIME MANAGEMENT

»» TASKS AT SCHOOL

ESTIMATING TIME: HOW MANY MINUTES? **2**

This activity can help you learn to plan how long it will take to finish school tasks so you can make better decisions for completing all assignments and reaching deadlines.

- DIRECTIONS:
1. Read each task and guess how long it would take to complete these school tasks.
 2. Next, actually complete the task. Did you come close to guessing the time needed? If not, did you guess too much or too little time?

Tasks at School	Guess How Many Minutes??	Actual Time in Minutes
Use a ruler to underline 10 words on one page		
Sharpen 5 pencils		
Clean out your desk		
Copy a 5 sentence paragraph		
Walk to the school office and back to class		
Complete 10 math problems		
Go to the lavatory and water fountain, then return to your chair		
Use a ruler to measure the length of 8 objects		