

TIME MANAGEMENT Skills



TIME AWARENESS

- 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 develop time awareness to plan enough time to complete all tasks.



TIME MANAGEMENT

TIME AWARENESS I

This activity can help you become aware of the times you complete tasks

Draw a line from the time on the left to the activity on the right that usually occurs at that time of day.

6:00 P.M.	Time to wake up for the day
8:00 A.M.	Time to go to sleep at night
12:00 P.M.	Time to eat breakfast
7:00 A.M.	Time to eat dinner
9:00 A.M.	Time to eat lunch
3:00 P.M.	Time to leave school
5:00 P.M.	Time to go to school
9:00 P.M.	Time to wash the dinner dishes

Use the information from above to fill in the blanks for a daily schedule.

1. At 7:00 in the morning it is time to _____ for the day.
2. At 8:00 in the morning it is time to _____.
3. At 9:00 in the morning it is time to go to _____.
4. At 12 noon it is time to _____.
5. At 3:00 in the afternoon is time to leave _____.
6. At 5:00 PM it is time to eat _____.
7. At 6:00 PM it is time to wash the _____.
8. At 9:00 at night it is time to _____.