

Name:.....

# Ideas for Managing Your Time

Important  
DATE!

## Use Your School Diary

- Write down homework, assignments, appointments and activities.
- Wall calendars are good because everything is right there in front of you.
- Calenders and diaries help you keep track of what needs to be done. This can ease the stress of last minute panic because you have forgotten something important.

## Be Flexible

- Things always come up no matter how well planned you are.
- Don't panic you can always re-adjust your goals or work-plan to fit them in.

## Balance Your Time

- Set time for studying, doing homework, relaxing, being active and hanging out with friends.

## Talk To Someone

- If you are finding it too hard to fit everything in then talk to someone. A parent, teacher, friend or counsellor can help you to plan things easier.