Tips for Encouraging Time Management

Time Management is the act of using time efficiently – easier said than done! How can we help our children (and ourselves) develop and utilize a time management system/strategy that is actually successful in the short and long term?

- **Be as organized as possible.**
  - Focus on one organizational issue and let others rest while you gain control in this one area.
  - Make lists, and use a device such as a smart phone to help you manage the lists.
  - Color-code files, folders, calendars, lists or whatever needs differing attention.

- **Plan ahead as best you can.**
  - Use a calendar system. When you receive a deadline for a job, task or assignment, document the due date and work backwards in order to break the task into manageable chunks.

- **Find the calendar system** that best suits your brain.
  - Block style calendar with space to jot down events of the day
  - Hour-by-hour style calendar with color-coded events throughout the day
  - Combination style listing daily To-Do's along with plans for the week or month

- **Prioritize your tasks.**

- **Avoid over-planning.**
  - Estimate the time it will take to accomplish each task.
  - Note how long a task actually took to become "in-touch" with time.

- **Use technology as an organizational prosthetic.**
  - Use a smart phone to create lists, access and set calendar dates, create deadlines, get directions, send email/text reminders to self, etc.
  - A dedicated laptop or iPad for school/home/work can also create a holding environment for documents, numbers, reminders, calendar, etc.
  - Technology today has become very user-friendly, and you can find an app. that provides a solution for just about any problem.