

## FINDING TIME

Name:  
Period:  
Date:

1. What time of the day are you most awake and alert? Schedule hard work for that time of the day (e.g., your homework, math class, reading, etc.).
2. Always ask yourself "What is the best use of my time right now?" Answer the question by working on whatever your time could best be spent doing at that moment.
3. Be sure to schedule some private time for relaxation (e.g., listening to music, exercising, a hobby — whatever is most relaxing for you) everyday. Time spent relaxing pays for itself by making you more alert and happy.
4. Carry things around with that you can do in short periods of time while waiting for the bus, or waiting to meet a friend (e.g., a letter to your grandparents, a reading assignment, etc.)
5. Start everyday by looking at your schedule and making a list of the things you have to do during the day. Carry the list around with you. Lists help you to remember the important things that need to be done each day and help keep you on schedule.
6. Be flexible if you have to be. Sometimes things will happen that you have no control over. Your parents or friends may need your help doing something, or you may have forgotten about something until the last moment and have to rearrange your schedule. If something comes up, accept it and try to get back on schedule later.
7. Recognize that other people do have control (e.g., parents, teachers, principal, etc.) Work your schedule around outside demands that you know are always there. If someone like your parents feel something should be done every other day (it is a "B"), negotiate an agreement, give yourself more personal time, and keep everyone happy.
8. Accept that whatever you have scheduled will have to be limited to your scheduled time unless you are willing to postpone whatever else you had planned for the day. Watch out — this is a big time waster if done too often.
9. Schedule free time several times during the week so you can do whatever you want to do.