Time Management Tips for High School Students

It's 10 p.m. – Do you know where your homework is?

Does it seem like there's never enough time in the day to get everything done? Feel like you are always running late? Here are some tips for taking control of your time and organizing your life!!

1. **Make a "To Do" List Every Day**

   Put things that are most important at the top and do them first. If it's easier, use a planner to track all of your tasks. And don't forget to reward yourself for all of your accomplishments.

2. **Use Spare Minutes Wisely**

   Get some reading done on the bus ride home from School or while you're waiting for your ride. You'll kill two birds with one stone.

3. **It's Okay to Say "No"**

   If your boss asks you to work on a Thursday night and you have a final the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

4. **Find the Right Time**

   You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it late at night.

5. **Review Your Notes Every Day**

   You'll reinforce what you've learned, so you need less time to study. You'll also be ready if your teacher calls on you or give you a pop quiz.

6. **Get a Good Night's Sleep**

   Running on empty makes the day seem longer and your tasks seem more difficult.

7. **Communicate Your Schedule to Others**

   If phone calls are proving to be a distraction, tell your friends that you take social calls from 7 – 8 p.m. It may sound silly, but it helps.

8. **Become a Taskmaster**

   Figure out how much free time you have each week. Give yourself a time budget and plan your activities accordingly.

9. **Don't Waste Time Agonizing**

   Have you ever wasted an entire evening by worrying about something that you're supposed to do; stop worrying and just do it!

See back for a personal time management tool ⇒