



## Time Management Chart

0 minutes

60 minutes ½ hour “overflow”time

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My homework for today is:

I used more/less time / Why?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

- a) Write down the homework.
- b) Put the homework in order from hardest to easiest.
- c) Decide how much time I’ll spend on each assignment.
- d) Mark the time I’ll spend for each assignment on the graph.
- e) Set a timer for the amount of time I think I need to spend on the first assignment.
- f) Do the first assignment.
- g) Check to see if I have completed the work in the time planned. If not, stop and move on to something else and leave this work for the overflow time.
- h) Quickly shade in the time used.
- i) Did I use more time or less time than I originally planned? Briefly explain why you used more/less time than originally planned.
- j) Take a short rest break if you need one.
- k) Go on to the next piece of homework.
- l) Repeat steps a → j.

**MAKE SURE YOU HAVE A CLOCK ON THE DESK FACING YOU,  
SO YOU CAN KEEP TRACK OF TIME AS YOU WORK!**