

👉 Time Management and Organization

Time management for teens and young adults is critical.

Let's face it... you do a lot and you probably feel like there isn't enough time to do all that you want to do. Well, time management will help you out. Here are a couple of time management/organization tips that you can use today. It might take some practice, but you might find that you suddenly feel a lot less stressed and have a lot more time for the things that really matter to you!

Plan your week

If spending 15 minutes each week doing an activity would save you hours of time and reduce your stress, would you do it? Each Sunday night spend 15 minutes planning your week!

1. **First**, start by thinking about all the responsibilities you have for the upcoming week and then write them down on a piece of paper or in a journal, notebook, or calendar. **This is the stuff you HAVE to do!**
 - This might be work, school (homework or tests), athletic practice, work or home projects, family obligations, etc.

2. **Next**, think about any time you might need to block to prepare for the responsibilities you placed in your calendar and block that time.
 - This might be time to study for a test, pack gear or clothing for an athletic practice, pack a bag for work or school, etc.
3. **Finally**, think of any social or optional activities and/or events that you need or want to make time for in the upcoming week and write them down in your weekly plan. **This is stuff you WANT to do!**
 - This might be exercising 3 times a week, watching your favorite show, spending time with family and/or friends, etc.
4. If you find that you do not have time to do all the things you have included in your weekly plan, or if you find that you are regularly unable to complete all the tasks you have planned each day, consider using the exercise on the back of this page, **"Find out what matters most to you."**

What do you have to lose?

Consider trying one tip or strategy at a time for a couple of weeks to see how it works for you and keep track of how it is going in your Life Plans booklet.



Having your activities on paper and out of your head is a good thing, it will help you feel prepared, reduce stress, and find time for fun! *If you practice this activity in your Life Plans Booklet and find it helps you in school or work, consider making or purchasing a weekly calendar or planner to build on the success!*





Find out what matters most to you!

Knowing what matters most to you is important. If you don't know what is important, then it is hard to prioritize what to do in your life. Here's a time management activity for you to do that is good if:

- you forget things like going to practice, completing a project, or a family obligation.
- you have more things you want and need to do in a day than you have time for.

You can use this exercise in two ways:

1. You can set a daily goal to create a "to do" list by writing down all the things you need or want to do each day and then rank the level of importance to help you learn how to work towards accomplishing those things each day. **Commit to trying this for two weeks and keep track of how it is going in your Life Plans booklet or in a notebook or journal.**
2. You can use this ranking exercise to help you prioritize what stays and what goes within your "Weekly plan" if you have too much scheduled or find you cannot complete everything scheduled on one day.

Look at all the activities that you need to do today or on a day where you have a lot scheduled. Now for each activity put an A, B, or C. A is "really important," B is "less important," and C is "not important."

Activity	Ranking	★	Completed
1.			
2.			
3.			
4.			
5.			

All done?

Once you are done, choose your most important "A" task, and set out on doing that until you have completed it. Once you have completed the most important task give it a big checkmark and congratulate yourself that you have done the most important task today. Now move onto the second task and so forth. This is an awesome way to help get things done, and it will help you to manage your school work, work projects, or personal responsibilities.

