

STAY ON TRACK

Tell my time where to go!

Materials: Worksheet copies, template copies, pens or pencils, timer

Directions: Read the worksheet, complete the activity and discuss as a group.

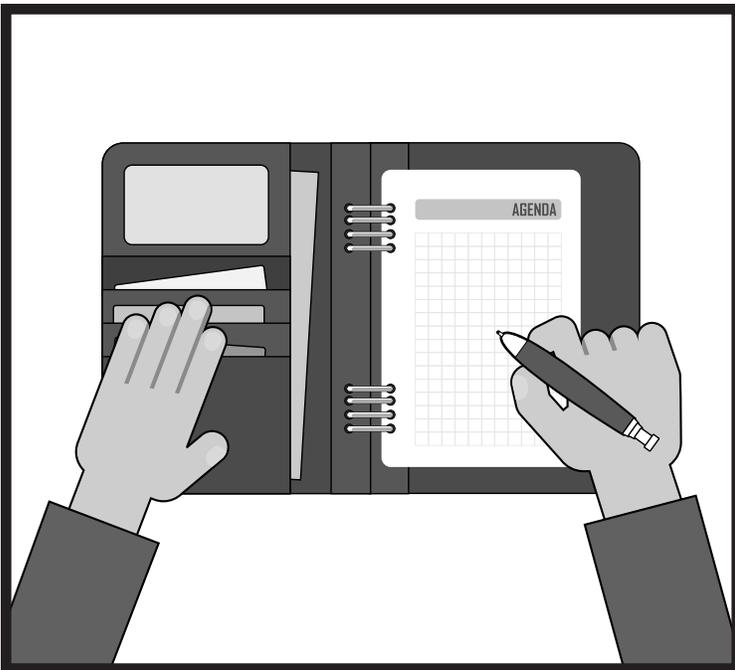
You seldom feel your best when you're overwhelmed and rushed...

How can I get it all done?
Where will I find the time?

Scheduling helps you fulfill responsibilities at school and at home.

Keeping track of weekly responsibilities lets you plan and accomplish your tasks. By taking control of your time, you take charge!

Today, we're going to create a personalized, weekly schedule calendar.



ACTIVITY INSTRUCTIONS

- On the template, block out each hour of your day with the appropriate task. Next to each time period, write down when you'll be doing the following:
 - Morning routine (wakeup, shower, breakfast, transportation)
 - School
 - Homework
 - Sports practice/games
 - Appointments
 - Chores
 - Dinnertime
 - Bedtime
 - Free time (your choice)

For homework, remember to plan for upcoming deadlines. And don't forget to use downtimes, such as study period and waiting for the bus, to schedule homework. You'll have 8 minutes to write your weekly schedule.

(Set the timer for 8 minutes.)

- When the timer sounds, let's discuss our schedules. How will scheduling help you?
- Follow the schedule for a week. Avoid using your phone or getting distracted. If necessary, revise the length of time for each activity. Next time, we'll share the benefits of scheduling.

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							