Introduction to Time Management

Fill this chart out to determine how you spend your time and how you SHOULD spend your time in a normal day: (24 hours in a day)

|  |  |  |
| --- | --- | --- |
| Activity | Actual Time | Ideal Time  |
| Classroom Time |  |  |
| Homework/studying |  |  |
| Work |  |  |
| Sports/Clubs |  |  |
| Time with friends |  |  |
| Time with family |  |  |
| Social Media/Phone |  |  |
| Video Games |  |  |
| Watching TV |  |  |
| Sleeping  |  |  |
| Self-Care |  |  |
|  |  |  |
|  |  |  |

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*\*According to experts, to lead healthy, balanced lives, high school students*

 *need 8-10 hours of sleep per night.*

Tips that would help you:

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