

TIME MANAGEMENT

WHY OUR KIDS NEED IT AND HOW TO INCORPORATE IT IN THEIR DAILY LIVES

“If you knew Time as well as I do,” said the Hatter, “You wouldn’t talk about wasting it” (Lewis Carroll). While it is true that our students don’t know time as well as Alice’s friend, the Hatter, I don’t believe they (*always*) try to waste it. Time management is a difficult skill to learn and the occasional mad dash out the door in the morning is to be expected. But if you observe your student consistently spending too much time on low priority tasks, under estimating the amount of time a task will take, or missing deadlines, then they may benefit from time management strategies.

School psychologist, Rebecca Branstetter, Ph.D. posits that young children benefit from learning the “sweep of time.” She suggests using an analog clock instead of a digital one. Use dry erase markers to draw time allotments for the tasks leading up to getting to school on time— <https://www.thrivingschoolpsych.com/how-to-teach-executive-functioning-and-time-management/> In fact, anyone who struggles with time management would benefit from having a clock in every room!

Strategies for Students

- Stick to a routine.
- WRITE ASSIGNMENTS ON A CALENDAR AND HANG IT ON THE WALL!!
- Use checklists. Create a list of re-

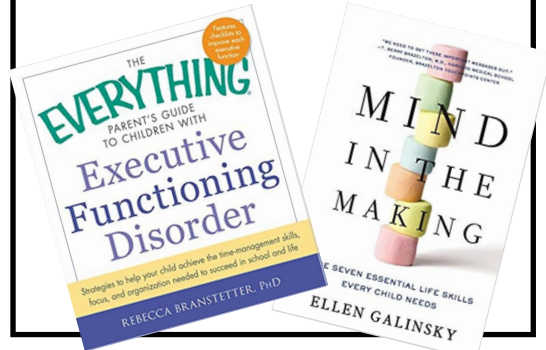
quirements for a task that you check off as you complete portions of the task.

- Estimate how long a task will take and compare to the actual time the task took.
- Estimate the time a task will take and multiple by 3 or 5 for the actual time required. We tend to underestimate how long a task will take.
- Use visual timers such as a count-down clock or a timer that shows the passage of time as a circle slowly closing.
- Make a music playlist for repetitive tasks. You will learn to pace yourself by knowing what you should be doing when a specific song comes on (Leslie Josel)

Strategies for Parents

- Avoid over-scheduling your student. Kids learn from prioritizing their own time.
- Discuss daily priorities with your student.
- Model estimating how long a task will take.
- Model thinking and planning ahead.
- Stick to time allotments.
- Set limits on non-school screen time.

Book Recommendation



Tools for Time Management

Sensory timer—<https://www.online-stopwatch.com/sensory-timers/>

Google Calendar for Students— <https://www.youtube.com/watch?v=TWL1DuUerT4>

Eisenhower Matrix— <https://www.youtube.com/watch?v=7hSs1NhmpOI>

