

## my time management time-table

\_\_\_\_\_

**Arrive Home from school:** \_\_\_\_\_ : \_\_\_\_\_

**Bed time:** \_\_\_\_\_ : \_\_\_\_\_

**Lights out:** \_\_\_\_\_ : \_\_\_\_\_

**Time available:** \_\_\_\_\_ hours \_\_\_\_\_ minutes

### Areas to be managed:

**social** – free time

**Chores/Activities** – things that have to be done

**Homework** – SCHOOL ASSIGNMENTS

**SOCIAL/FREE TIME**

**CHORES/ACTIVITIES**

**HOMEWORK**

\_\_\_\_ HOURS \_\_\_\_ MINS

\_\_\_\_ HOURS \_\_\_\_ MINS

\_\_\_\_ HOURS \_\_\_\_ MINS

# How to help your child with time management

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My 12yr old daughter recently started middle school. Until this point she had been educated at home.

Coming home exhausted every day after a 90 minute bus journey, and then being expected to complete 90 minutes of homework every night meant we had to quickly teach her how to manage her time wisely.

She was always underestimating how long it would take to get everything done, saving all her homework up until the last minute. I got tired of chasing her up to do things. Something had to be done...fast!

So, to help her manage her time more constructively, we worked out her 'available time' (the amount of time spent from her arrival home– until lights out at night), splitting it into three main areas to be managed:

**SOCIAL:** *(Eg, T.V. Personal Reading, Phone Calls, Free Time etc)*

**CHORES/ACTIVITIES:** *(Tasks that have to be accomplished that day.)*

**HOMEWORK:** *(This is separate from Chores. My daughter's school expected 1 – 1.5hrs of homework every night)*

When she could 'see' the time written down in front of her, she became more responsible in allocating time slots to finish tasks and more discerning on how to spend her valuable free time.

**Of course, the greatest challenge will be teaching by your own example!**

The above chart is suitable for a child attending school. I have also included a blank chart below for home educated children:

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\_\_\_\_\_

_____	:	_____
_____	:	_____
_____	:	_____

**Time available:** \_\_\_\_\_ **hours** \_\_\_\_\_ **minutes**

### Areas to be managed:

**social** - free time

**Chores/Activities** - things that have to be done

**OTHER:**

**SOCIAL/FREE TIME**

**CHORES/ACTIVITIES**

**OTHER**

\_\_\_\_\_ **HOURS** \_\_\_\_\_ **MINS**

\_\_\_\_\_ **HOURS** \_\_\_\_\_ **MINS**

\_\_\_\_\_ **HOURS** \_\_\_\_\_ **MINS**