

# TIPS FOR TIME MANAGEMENT

For adolescents & adults

- Get up early to give yourself time to awaken, eat breakfast, bathe and get dressed. Act as if you were leaving the house and going to school. (DO NOT attend school online in your pajamas with your hair sticking straight up!)
- Create a schedule for daily activities and stick to it as best you can.
- Give yourself grace, don't over schedule. Set yourself up for success by scheduling regular breaks, snacks and a shift in activities, just like it would be if you were in school.
- Follow this age-appropriate guide to assign the right amount of academically-engaged time
- During school hours:
  - High school: Five to six hours per day, in 30-45 minute chunks.
  - College: Six to eight hours per day in 45-60 minute chunks (full-time students should be "working" at college as though it was a full time job).
- Use timers to limit reading/study time to short chunks of more intense focus. For example, read for 15 minutes, stop, jot down a note, drink water, read for 15 minutes, an so on.

