



SPINA BIFIDA
ASSOCIATION

TIPS FOR TIME MANAGEMENT

For school-age children

- Create a schedule for daily activities and stick to it as much as possible. Set expectations that your child will “act as if” they are going to school at the appropriate time each morning. This includes preparing clothing and other items the evening prior, and bathing and dressing as though they were physically going to school.
- The daily schedule should include time in the evening for homework and to review the day's lessons -- just as if they were going to school each day.
- Give yourself (or your student) grace. Don't over schedule. Set the child up for success by scheduling regular breaks, snacks, and a shift in activities -- just like it would be if the child were physically in school.
- Follow this age-appropriate guide to assign the right amount of academically-engaged time during school hours:
 - Elementary school: No more than two-three hours per day in 20-minute chunks.
 - Middle school: Three to four hours per day in 30-minute chunks.



This may seem like a small amount of engaged academic time, but when you consider lunch, recess, physical education, related special services and transition time throughout the day, this is a fairly conservative estimate of academic engagement in a typical school day. If you feel that the school program is not providing sufficient engagement and instructional time, or too much, you can and should discuss this with teachers/special education coordinators.

- Test technology early. Remember that technology fails from time to time, and nothing is more stressful than trying to be on time to a class and experiencing technical problems. If an online session starts at 8:15 AM, have the student log in at 8:00 AM and make sure video, sound and other technology platforms and tools are functioning properly. Keep technical assistance phone numbers handy in the workspace.