

Session 2

Activity 2 – Discussion Questions

Read Worksheet 1 – In Control of Your Time. Answer the questions listed below. Be prepared to share your responses with the class.

1. What does time management mean to you?
2. Are you currently doing a good job of managing your time?
3. Are there any suggestions listed that you are already doing? If so, what?
4. What suggestion(s) do you feel would be the most difficult to accomplish? Why?
5. Which of the suggestion(s) could a friend or classmate help you to accomplish?
6. Name at least one time management suggestion that you will attempt to implement today.

Session 2

Worksheet 1 – In Control Of Your Time

When you are in control of your time you have a powerful tool to use in reaching your own goals. Right now many of your goals are linked to doing a good job in school. The following reminders will help you stay in control of your time.

Write down all of your assignments.

Don't waste time trying to figure out what it was you were supposed to do. Be sure you understand how to do the work before you leave school.

Try to study at the same time every day.

Some of us study best early in the morning, some prefer to study as soon as they get home from school, and others just before going to bed. Find the time that works best for you and make a habit of using that time each day.

Plan your study time.

Break your assignments up into two or three parts. Study for short periods, about 20 minutes, and then take a five or ten minute break. Come back and study for another 20 minutes. You will remember what you are studying much better if you follow this simple direction.

Review your assignments very quickly each morning before you go to school.

This helps to get the information into long term memory. This is especially helpful for middle school students on a block schedule. It will save you study time later on.

Make a list of the things you need to do each day.

It gives you a good feeling to be organized and in charge of your time.

Have pride!

Don't be sloppy with your work just to get it done. All that time will be lost if you have to do it again. Do your best and you can always be proud of what you have done.

Being in control of your time takes practice.

Remember it is your time you are using or wasting. Put these suggestions to use as soon as possible. These time management skills will be successful in school and the world of work.

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Activity 3 – Study Habits – Kim’s Story

Read Kim’s Story. Then create a list of Kim’s good and bad study habits. List as many of each as you can. Be prepared to share your lists with the rest of the class.

It is 6:45p.m. and Kim knows she must hurry if she is to begin studying at 7:00p.m. She has set aside an hour and a half each night for studying. This way she knows when she can make plans to do other things. Kim has arranged her room so that her study desk is well lighted and away from the window. She also has supplied her desk with all the necessary materials she will need for studying.

She has a science test tomorrow and she is going to begin studying for it tonight. Fortunately, she is well-organized and has all her notes in order in her science notebook. She settles down at her desk and turns on her TV to keep her company as she studies. When she has completed her science, she calls her best friend to ask her for the math homework assignment. After they chat for about 15 minutes, Kim starts to do her math homework. She has to hurry because she has only 20 minutes until her favorite TV show comes on.

Good Study Habits

Bad Study Habits
