

10 TIME
MANAGEMENT
STRATEGIES

FOR STUDENT SUCCESS



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Time management is a challenge for everyone; especially for middle and high school students. In this day and age, students have more to juggle than ever before. Therefore, effective time-management skills are essential. How can you help your student master basic time management strategies?

Here are some helpful tips and tools:

- 1 **Teach your student to do the hardest, longest, or thing they least want to do first** when their tanks are full and they have optimum brain power. No one wants to tackle hard assignments when they are depleted and exhausted.



2 **Analog clocks as opposed to digital clocks** show time move and let your student know where they stand in relation to the rest of the hour or day. Hang an analog clock in each room that your student spends time in (Yes, even the bathroom!) so that they can see the “sweep” of time.



[CLICK HERE TO SHOP ANALOG CLOCKS](#)



3 **Make their tasks achievable.** Your student is more likely to complete assignments when broken down into manageable parts. It’s much easier to write one paragraph for an essay in an afternoon than it is to complete the entire research paper.



**CLICK TO SEE IT IN ACTION:
Academic Planner: A Tool
For Time Management®**

5 If your student is tackling a long-term project, begin by working with them to outline the goal of the project. Work backwards. Break down tasks. Assign deadlines for completing each one. Rely on visual aids like planners, giant post-it notes or whiteboards to record all important information and deadlines.

**CLICK HERE TO SEE:
Giant Post-It Notes**

4 Use an academic planner to help your student plan and stay on track. Whether they use a paper planner (such as Order Out Of Chaos' Academic Planner: A Tool For Time Management®) or an electronic calendar, make sure their planner is set up as a grid system so they see their week at a glance. Record all class assignments, after-school activities, work commitments, even plans with friends. This will allow them to know what they need to do **AND** when they have time to **PLAN** to get things done.



6 Help your student determine how much time things take them to do.

To become more realistic about how long certain tasks take, have them write down time estimates and then compare them to the actual time it took them to complete the task. The more a student records and corrects how long it takes them to do something, the better they will become in developing a “time sense”.



7 Devices such as timers and buzzers can help a student self-monitor AND keep track of time.

For example, during quiet or reading time, a timer placed on a student’s desk can help to know exactly where the time is going and also help the student become aware of when transitions to other activities will take place.

**CLICK TO SEE IT IN ACTION:
TIME TIMER MOD® STUDY TOOL**





**CLICK TO CREATE
YOUR PLAYLIST on
Brain FM**

8 If your student will allow it, set it to music! Music is rhythm and rhythm is structure. And we all know that all students need structure. Music can help a student plan what to do next, anticipate and react as well as soothe and regulate the brain. Have your student create a 30-minute playlist of music they love. The key is to play the same playlist every time they sit down to work.

9 Get active. Put "energy" into their homework tasks by having your student stand up to read or walk the dog while they review their notes. Research shows that the more we move the more our brain "lays down its learning".



10 Make homework fun! Set up homework stations around your house and play "Hide the Homework" with your student. Wherever they find the homework is where they do it! By adding energy and fun into their daily routine they'll stay motivated and on-task.

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