

Time Management/Organization Skills

In high school and moving forward, it is essential to have an organizational system and time management skills. Creating such habits will maximize your efficiency both in academics and in your personal life.

Time Management

While time management can be tedious, it is important. The better you schedule out your days, weeks, and months, the more time you will have to yourself. I can also help you avoid unnecessary stress as you won't over commit yourself. Here are some strategies/resources that could be useful.

- Use a Planner
 - Planners are useful to lay out your academic and personal responsibilities ahead of time to make sure you have the availability to get everything done
 - Ex. if you have tutoring and soccer practice on Mondays it lets you schedule time in advance to do your homework any other day of the week
 - It will also help you remember when you have commitments and track deadlines
 - There are many different types of planners
 - Digital or paper; organized by month, weeks, or days; customizable ones
 - A lot of people have fun with them, developing color coding systems, designing their own planners, and using them to express their artistic side
 - You can supplement with sticky notes, pictures, and make notes
 - A planner also offers the satisfaction of being able to check something you did off your to do list - believe it or not it can motivate you to do it
- Productivity Tools
 - Don't spend time on what could be done for you by a website
 - Explore features of different sites to see how they can maximize your productivity
 - [Here](#) is comprehensive list of some helpful tools
- Pomodoro Method
 - This is a time management method that breaks down tasks into manageable intervals with short breaks in between.

- Instead of spending 2 hours on a task and being frustrated, you can take 5 min breaks every 25 min.
- You can even break it down into days - instead of that 2 hour task in one day you can 30mins a day for four days
- You can learn more about the pomodoro method and useful time tracking apps [here](#)
- Routine
 - Setting a routine is very important when it comes to time management.
 - A consistent schedule allows you to take on new tasks and create a balance in your life between academics and personal time
 - Make sure it is realistic - strive to accomplish goals through your routine but if they are unrealistic it will likely fall through
 - Use a planner, it helps to see your schedule on paper.
 - Create morning and nightly routines to save time
- Time Pockets
 - Often we have small pockets of free time, use those times to work on assignments and to study - this will maximize your free time after school
- Other Useful Strategies and Tips
 - <https://www.lifehack.org/articles/featured/20-quick-tips-for-better-time-management.html>

Organizational Skills

To maintain a balance, organization skills are essential. Here are a few that are useful.

- Use a Two Binder System
 - Instead of having seven different folders and binders have two - one for your morning classes and one for your afternoon classes
 - This will ensure you never forget anything in your locker and will also reduce the visits you have to make
 - Split different classes by using dividers
 - You can add notebooks in as well - spiral notebooks are best

- It can be annoying at first since but once you try it for a few weeks it works great
- This means you can also work on assignments from other classes if you have downtime
- For College or Blocked schedules
 - If you have only a few classes every day (four or less) you can organize binders by day
- Single Binder Variation
 - If most of your work is digitally yet still receive important handouts, you might want to keep one binder for all your classes separating them with dividers
- Planners and To Do Lists
 - These are useful in keep track of everything that you must get done and by when
 - Planners are preferred as they offer more structure but To Do Lists are useful for tasks you are planning to do in one sitting
- Other Organizational Strategies and Tips
 - <https://www.daniel-wong.com/2017/04/10/students-get-organised-for-school/>