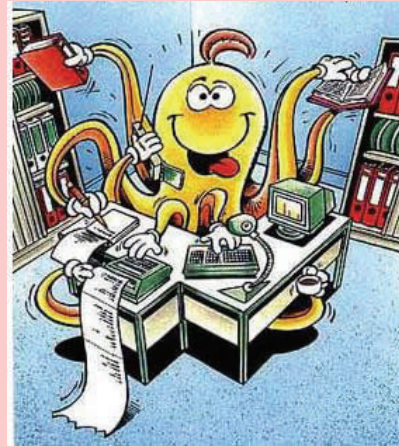


February: WEEK FOUR



TIME MANAGEMENT

THE AGENDA:

Discussion: Do you always have enough time to do all the things you want to accomplish in a day? Do you schedule enough time for homework, recreation, family time, etc.? What do you wish you had more time to do? What are some ways you can better manage your time?

- ◇ 'Time Management' Worksheet. Fill in your weekly schedule and analyze it to find out if you are including enough time for sleep, homework, recreation, etc. Have you overcommitted yourself? Are there any things you can say no to?



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- ◇ Make masks and create a character for your mask.
 - ◇ Have fun races in the gym or outside.
 - ◇ Take turns reading a book to each other.



DISCUSSION TOPIC: TIME MANAGEMENT

| TIME | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|------------|--------|---------|-----------|----------|--------|----------|--------|
| 7 – 8 | | | | | | | |
| 8-9 AM | | | | | | | |
| 9-10 AM | | | | | | | |
| 11 – 12 | | | | | | | |
| 12-1 PM | | | | | | | |
| 1-2 PM | | | | | | | |
| 2-3 PM | | | | | | | |
| 3-4 PM | | | | | | | |
| 4-5 PM | | | | | | | |
| 5-6 PM | | | | | | | |
| 6-7 PM | | | | | | | |
| 7-8 PM | | | | | | | |
| 8-9 PM | | | | | | | |
| 9-10 PM | | | | | | | |
| 10-11 | | | | | | | |

Remember to include:

Work schedule
School schedule
Homework
Outings with friends
Family time
Sleeping
Time for commuting