

## How to Stay Organised—Weekly Time Management

### How to organise your week to get things done

When you add events to your schedule, be realistic about how much time they take. If events require travelling to another location from wherever you begin, include the travel time when you put them on the schedule. For example, you might have swim practice at Bonsor Pool Monday & Wednesday from 6-9pm, but it takes you 1 hour to bus there from home, so on the schedule it starts at 5pm. Because you get picked up and go straight home after, it ends at 9:30pm when you arrive back home.

1. On the weekly chart, add your personal events. These are events that you have scheduled (or your family has scheduled for you) that happen each week...
  - a. Face-to-face events e.g. soccer practice, swimming lessons, piano exam, family dinner, babysitting, work, chores.
2. On the weekly chart, add your hobbies and extra events that occur each week. These are events that can be cancelled or skipped (with appropriate notice...be respectful!) if/when your homework or other events need this time.
  - a. E.g. Pick-up Basketball 3:30pm-5pm Tuesdays & Thursdays; Volunteering Saturdays 1pm-4pm; Hang out at the mall Fridays 4pm-?
3. On the weekly chart, add specific chunks to time each day to do your homework & review your work. This is best if it's the same time each day, but that's not always possible. You can schedule FLEX, spare blocks, lunch, Connect blocks, and/or Success Program for this as well. If you don't have enough free time for this, decide what event(s) from steps 2 need to be shortened or eliminated.
4. On the weekly chart, add a specific time at the end of each day (after you've done your work) to pack your school bag for the next day.
5. **MORNINGS:** These are a special challenge for students (and adults). They get their own chart. There is an example of this planning on the next page. Read it carefully. Then complete the chart on page three with your own information...
  - a. Make a list of everything you need to do in the morning from getting out of bed to walking in the door at school.
  - b. Write how long it takes you to complete (be realistic...if you do your hair for 30 minutes, don't write down that it only takes 5 minutes).
  - c. Once you've done ALL the activities, put in the times in column 3 starting AT THE LAST ACTIVITY

This will tell you when you need to get out of bed in order to do all the things you want. If you like to snooze your alarm for ages, consider that when you enter the first time. If you want to be able to sleep in later, figure out which activities you can either shorten, move to another time in the day, not do every day, or not do at all.

*NOTE: The chart below has TWO times to enter the school—8:30am to attend FLEX on time or 9:00am to attend 1<sup>st</sup> period on time. This isn't the time you get off the bus or out of the car, but that you actually walk in the doors. When you complete step C. use the time that best reflects your needs (not your wants).*

- **Students in any grade who encounter difficulty getting their work done, understanding their assignments, or achieving the results they want/need should attend FLEX as often as needed to resolve their problems.**
- Grade 8 students are REQUIRED to attend FLEX (be in the classroom at 8:40, so arriving at 8:30 gives you 10 minutes to organise, meet friends, retrieve locker supplies, etc.)
- Grade 9 students are HIGHLY RECOMMENDED to attend FLEX.
- Grade 10 students are ENCOURAGED to attend FLEX.
- Grade 11-12 students may attend FLEX.

**MORNING PLANNING CHART****How to reverse engineer an effective morning schedule**

Morning Activity	Duration (in min.)	Time
<i>Morning Alarm</i>	snooze for 30min	5:46am [would it be more restful to set the alarm later and get up right away?]
<i>Get out of bed</i>	10 min	6:16am
<i>Toilet/Teeth</i>	5 min.	6:26am
<i>Take Fido outside</i>	10 min	6:31am
<i>Shower</i>	15 min	6:41am [shower faster or in the evening to get more sleep?]
<i>Hair</i>	10 min	6:56am
<i>Pick outfit</i>	5 min.	7:06am
<i>Get dressed</i>	2 min.	7:11am
<i>Make &amp; eat breakfast</i>	20 min.	7:13am [you might be able to eat on the run, or each after the bus ride to get more sleep?]
<i>Check my socials</i>	10 min.	7:33am
<i>Check my school bag</i>	2 min	7:43am
<i>Leave home &amp; walk to Dylan's</i>	5 min.	7:45am
<i>Walk to bus together</i>	5 min.	7:50am
<i>Bus to school</i>	25 min	7:55 (134 Bainbridge & Broadway). Arr. school 8:09 [the later bus wouldn't get to school until 8:42, so you'd be late for FLEX, but this gives time for Starbucks & friends]
<i>Enter school</i>	---	8:30 (to attend FLEX on time)

**MORNING PLANNING CHART**

<b>Morning Activity</b>	<b>Duration (in min.)</b>	<b>Time</b>
<i>Morning Alarm</i>		
<i>Get out of bed</i>		
<i>Travel to school</i>		
<i>Enter school</i>		8:30am or 9:00am

**WEEKLY TIME CHART--Add the events from steps 1-4 as well as your ALARM, TRAVEL TO SCHOOL, and ENTER SCHOOL times from the Morning Planning Chart**

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
7 <sup>AM</sup>							
8							
9		FLEX	FLEX	FLEX	FLEX	FLEX	
10		1st Period	1st Period	1st Period	1st Period	1st Period	
11		Nutrition Brea	Nutrition Brea	Nutrition Brea	Nutrition Brea	Nutrition Brea	
12 <sup>PM</sup>		2nd Period	2nd Period	2nd Period	2nd Period	2nd Period	
1		Lunch	Lunch	Lunch	Lunch	Lunch	
2		3rd Period	3rd Period	3rd Period	3rd Period	3rd Period	
3		4th Period	4th Period	4th Period	4th Period	4th Period	
4							
5							
6							