# Time Management

## Definitions

Time management is the ability to organize and plan how to divide your time between different activities. Activities can include things you have to do (e.g., sleep, eat), things you want to do (e.g., have fun with friends, spend time outside), and things you may not look forward to (e.g., homework, attending a doctor’s appointment). Everyone has tasks they are responsible for every day. Having strong time management skills enables a person to get each task done without rushing or stressing.

Learning to manage time is a skill that often must be explicitly taught and consistently practiced. As we get older, we have more responsibilities and more demands. Therefore, it is critical to have strategies in place to help you manage your time well. These strategies can help you to accomplish tasks and manage distractions (e.g. phone app notifications) that may interrupt you. Not every time management tool will work for everybody. Individuals have to find what works best for them.

## Guiding Questions

* Do you find yourself running late to class, to appointments, to sports practice, etc.?
* Do you ever feel like time just disappears for you? What are you usually doing when this happens?
* What’s harder for you: starting something or finishing it?
* Do you find it hard to balance your schoolwork, your social life, family time, and taking care of yourself?
* What time management strategies do you use to keep yourself on track?
* Are there specific apps or tools you use that help you manage your time?
* What is one new time management skill you can start working on today?

## Resources

[10 Proven Time Management Skills You Should Learn Today – Lifehack (lifehack.org)](https://www.lifehack.org/articles/productivity/10-proven-time-management-skills-you-should-learn-today.html) This article shares 10 time management skills that everyone should work on.

[Accessible Time Tracking – Perkins (perkins.org)](https://www.perkins.org/resource/accessible-time-tracking/) This article from Perkins School for the Blind shares a variety of accessible time tracking tools that can be used to support efficient time management.

[Finding a Strategy: Time management skills – The Open University (help.open.ac.uk)](https://help.open.ac.uk/time-management-skills/finding-a-strategy) The Open University provides several tips for time management at the university level. Each content area includes a short video with a transcript.

[How Good is Your Time Management? – MindTools (mindtools.com)](https://www.mindtools.com/aavjrgg/how-good-is-your-time-management) This website includes a short (15-question) time management self-assessment to enable you to evaluate how good your time management is right now. Following the quiz the article shares insights into the areas where you may need support along with specific tools you can use for each.

[Making it Work: Executive Function Tools to Build Skills – Perkins (perkins.org)](https://www.perkins.org/resource/making-it-work-executive-function-tools-to-build-skills/) In this resource, learn about executive function tools to develop academic, professional, and independent living skills. Time management is one of several executive function skills.

[Time Management for Kids with LD](https://www.smartkidswithld.org/getting-help/raising-independent-kids/time-management-strategies-students-ld/) Although this article is focused on students with learning disabilities, the resource shares helpful time management strategies for all students. Some examples of strategies include using a planner and making tasks achievable.

[Focus Keeper](https://focuskeeper.co/) This app, recommended by Kat Kirbaba (Student Advisory Member), is a simple app that helps you stay on task by using short study sessions with breaks in between, so you don’t get overwhelmed. It’s great for managing homework, studying for tests, or staying focused during classwork.

[Someday- One Day at a Time](https://someday.im/) This app, recommended by Kat Kirbaba (Student Advisory Member), helps you stay organized by sorting your tasks into three simple categories: today, tomorrow, and someday. It’s easy to use and designed to reduce stress while helping you keep track of what’s important.