



Name:

Date:

Time Management: Independent Learning Guide

The role models in the video "Time Management" discuss the importance of time management and provide tips that can help you improve your own skills. Listeners learned that time management is a vital skill to have now and in the working world.

Watch the video "[Time Management](#)" at least once. Then read each statement below. Think carefully about each question before you answer it.

- 1. Time management is a set of skills that is important throughout your life, from elementary school all the way through retirement. But that doesn't mean that a second grader uses the exact same skills as someone in their 40s.

What time management skills do students use? What time management skills do you see adults use? How are these skills the same or different?

- 2. In the video, listeners learn that time management skills "really make sure that you are professional in your craft and...that you are where you need to be."

What does it mean to be professional? How might time management skills make you more professional?

- 3. One role model explained how playing volleyball helped her improve her time management skills. "It was my responsibility to schedule my classes...to make up any tests that I was missing...it held me accountable to make sure I was getting everything done that I needed to do."**

What is something that you have participated in such as a sport or after school activity that has improved your time management skills? How exactly did your participation help you hone your skills?

- 4. Listeners heard many time management tips and tricks.**

What tips did the role models give to improve and practice time management skills? Do you already use any of these tips? How could they help you with your own time management?

5. A role model told us, "You'll want to manage your time really well when you're young because you'll be using those same skills as an adult."

Think of a career that you might be interested in. Describe how someone in that career field would use time management skills. For example, they might need to submit their taxes on time or attend patient meetings at specific times throughout the day. List as many tasks and activities as you can think of!

6. Proper time management can reduce anxiety by helping you feel prepared and capable.

Think of a recent time at school when you felt anxious. How could better time management have helped you? What specific steps could you have taken to improve your time management in that situation?
