

Tips *for Helping Your Child with* Time Management

Juggling school, home, extracurricular and social schedules can be a real challenge for young people. They need to learn how to prioritize what they *have* to do and what they *want* to do. By teaching your child to manage his time and activities, you will help him succeed in school and in a future career. Try these time-management tips together:

- **Establish a daily routine:** Help your child make a list of everything she needs to do before going to school. Have her check off tasks as she completes them. Do the same for after-school hours and for bedtime.
- **Create a family calendar:** Post a calendar where everyone sees it daily. Write in each family member's name and his or her activities, appointments, "must dos," reminders, etc. Encourage your child to gradually take on this responsibility.
- **Have family meetings:** Take time to have everyone talk to one another about family events, important decisions, vacations, etc. Use these meetings as celebrations, not just to talk about serious issues.
- **Be a positive role model:** Your attitude and behavior rubs off. Be positive in your words and actions. Do your own tasks well and in a timely manner.
- **Be flexible and realistic:** Things happen. Allow extra time for the unexpected. Encourage your child to keep a positive attitude and be prepared for changes.
- **Follow up and check in:** Make sure that you are supportive and discuss progress. Watch for frustrations and obstacles. Encourage your child to review her "to do" lists and calendars periodically. Help her remove unnecessary or unrealistic items.
- **Be a cheerleader and reward achievement:** Praise and encourage your child often. Celebrate improvements he makes or milestones he reaches.
- **Build in fun:** Encourage and make time for enjoyable, healthy activities and hobbies that your child can do with you or with her friends.

(please see reverse side)



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Help your Child *develop* Organizational Skills

SET GOALS – Help your child set short- and long-term goals based on what is most important to her. Show her how working on short-term goals leads to achieving larger, long-term goals.

PRIORITIZE – Rank the importance of the things your child needs and wants to do. What are the consequences if he does not do needed tasks on time?

KEEP A “TO DO” LIST AND CALENDAR – Ask your child to write a list of what she needs and wants to do. Have her keep a calendar on which she can log daily, weekly and monthly deadlines and activities. She can check off each activity as she completes it.

DO “MUST DOS” FIRST – Encourage your child to do the tasks that are priorities first, even if they are tasks he doesn't like to do.

BREAK BIG JOBS INTO LITTLE JOBS – Large projects can feel overwhelming. Break them down into smaller, more manageable tasks. Show your child how to mark the project deadline on her calendar, then work backwards, scheduling when smaller tasks will be done.

HAVE WHAT'S NEEDED TO GET THE JOB DONE – Before your child begins any task, make sure he has the materials needed. Teach him to keep track of often-used materials.

ELIMINATE DISTRACTIONS – Assist your child in arranging her time and workspace to help her stay focused on her task.