



Organization and Time Management

It really does help with anxiety!



When there is so much that is uncertain and out of our control right now, it helps to know what comes next, and even control (to some extent) how we use our time.

While we are keeping our class schedule in place to aid in this, it's important students structure the rest of their time, too! Structuring time can lead to decreased anxiety, and increased fulfillment.



Structuring Your Time and Time Management

Why it Matters

- You know what comes next
- It keeps your whole family on the same page-decreasing conflict
- You see things being accomplished
- You schedule in activities that are personally fulfilling
 - In addition to just doing something you love, this also provides motivation during less pleasant tasks by giving you something to look forward to

How to do It

- Consider what family obligations you will have (i.e. dinner together, chores, helping with siblings, etc.)
- Keep your class schedule and homework
- Look at your unscheduled time after that
- Ask yourself what you want to accomplish (maybe it's not feeling so behind in school, maybe it's wanting to grown in your art area, or learn a new skill)
- Ask yourself what steps are needed to accomplish what you want to accomplish
- Ask yourself what you value and enjoy doing (maybe you like cooking, maybe you value friendships and can video chat, maybe it's video games, or Netflix)
- Schedule time to meet responsibilities and meet your personal goals and values.
- Communicate your plan to those it affects

Organization

- An agenda can become your new best friend! Write things down instead of keeping track of assignments, due dates, birthdays, etc. in your head
- At the end of the day clean up your space. Put away papers and throw away any trash. In the morning you can have a nice clean start to your day.
- Take advantage of not having to travel back and forth between home and school. Create permanent homes for supplies.
- Encourage positive habits and lead by example!



Final Note:

Time management is a SKILL, like all skills, you need to practice.

Don't worry if you don't stick to your plans exactly, maybe you over or underestimated how long something would take, maybe something popped up with your family that you needed to do-

The more you do it, the easier it becomes, and having intentions down in a plan is a great first step!