

## Managing and Scheduling Time

### ■ onTRAC® Planning

#### Schedule—what you need to do and when

We live in a busy world which seems to get busier with every year. This is especially true for students. As they progress through school, there will be more and more demands on their time. That is one reason why it's important for them to develop a foundation of good time-management skills as early as possible.

#### Life happens—manage it

Help your child manage the growing number of demands on his or her time by using the onTRAC® planner. Encourage your child to think of the planner as an ideal tool to help him or her manage life. Remind your child to write down time-bound activities (e.g. soccer practice, assignment due dates, spelling tests) first and then schedule other events around them.

- Schedule time for important events first.
- Break down larger projects into steps that can be scheduled into the planner.
- Write down not only the dates of tests, but also schedule time to study for the tests.

#### Time is valuable

As they progress through school, students increasingly begin to realize that their time is limited and they need to manage their time in order to get things done.

As your child learns this, encourage him or her to look at his or her list of tasks and activities and prioritize which ones are the most important. We all spend time each day on things that just aren't that important! Help your child recognize and eliminate some of the time wasters in his or her life.

With so much to do, it's easy to feel overwhelmed and just do nothing at all. If your child is feeling this way, help him or her to think about what's important, write down a schedule, and then get working!



Don't put off homework. It's hard to have fun when you're worrying about deadlines or grades!

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*Many factors contribute to a child's growth and success. Below are tips and ideas for practicing skills that promote your child's academic, social, and emotional well-being outside the classroom.*

### ■ Character

Planning and goal setting are habits that increase in value as students get older and help them to succeed. At all grade levels, check to see that your child is using his or her planner and encourage him or her to break big projects into small pieces. Discovering how to tackle projects bit by bit will help your child see the importance of strong time management skills.

### ■ Health

Understanding energy balance and its role in wellness will help your child be fit and healthy. Remind your child that it's important to concentrate on a healthy diet along with physical activity. Help your child set a goal to balance energy in (food) with energy out (exercise).

### ■ Anti-bullying

When students make a choice to be kind and accepting toward their peers, they create a compassionate environment. Remind your child to look out for other classmates who may need friends and offer them a place to sit at lunch or join a group activity, listen when others are speaking, and respond with empathy when peers are worried, sad, or discouraged.

### ■ STEM

Encourage your child to think about the food he or she eats today. Learning where food comes from and how it is grown and transported around the world helps us have a better understanding of the world's food supply. Help your child learn about food labeling such as "organic" and "locally grown" and use information on product labels to choose food to buy for the family.

### ■ Study Skills

Studies show that students who are able to confidently present and support their opinions are better able to resist peer pressure. So, give them practice at home! Listen as your child explains his or her opinions, acknowledge good points he or she makes, and commit to thinking more about the issue. If you disagree with your child, explain why.

### ■ Learning Strategies

Students who know how to hear and use cues provided by their teachers can think about what they already know, pique their interest in the related learning to come, and focus their attention on the lesson objectives. Help your child learn how to use advance organizers to focus on the learning to come.