

Task and Time Management: Student Worksheet

Goal: You will learn about time management skills in order to establish helpful routines for high school.

Part I: Introduction – Bell Work


What systems and tools do you currently use to manage your time? Are they working?

Part II: Activity

1. Think about last week. To the best of your ability, record everything you did on one day last week. Consider things like school arrival/departure times, homework, sports, clubs, activities, rehearsals, jobs, homework, family obligations, and social activities. You do not need to fill in every row.

Day:

Time	What did you do?

2. Discuss your day with an elbow partner. What similarities do you notice in your days? What about differences?
3. Sign in to CaliforniaColleges.edu, type the keyword “task” into the search feature, and read the article **California Colleges Tips for Using My Tasks**. Do you think you manage your time well? What tips do you want to try? Share your response with an elbow partner.
4. Click on the **My Tasks** icon  located in the top-right corner of your page. Review the **Current Tasks** tab. If there are tasks listed that you have completed, mark them as complete.

5. Think about some of the most important tasks you are working on now. Add them to this list.

Part III: Reflect

- Go to **My Plan** and then **My Journal**. In the **Academic Journal** section, find **prompt #03**:
“How will you manage your time better going forward? How will you prioritize your time? What is most important when considering time management for you?”
- Respond to the above prompt. Follow your teacher’s instructions if they assign a different prompt.