



High School Success

Study Skills Seminar
Lesson 1—Time Management 101

Study Skills Seminar

Your High School Toolkit

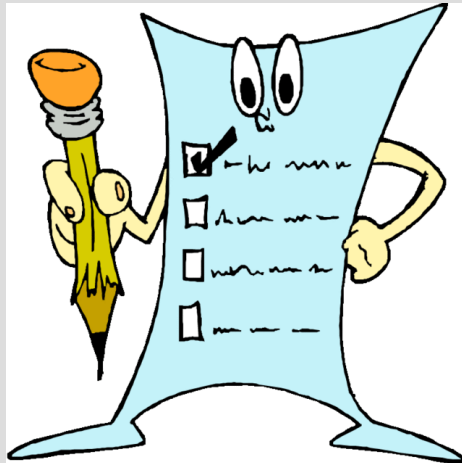


- Lesson 1—Time Management 101
- Lesson 2—Organize Your Time and Space
- Lesson 3—Organize Your Things
- Lesson 4—Study Plans and Recovery Work
- Lesson 5—Formative Grades
- Lesson 6—Study Techniques
- Lesson 7—Note Taking Tools
- Lesson 8—Test Taking and Test Anxiety
- Lesson 9—Study Skills Recap

PRE-TEST

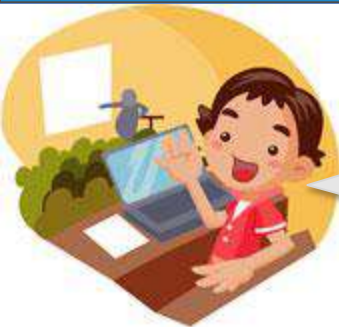
Let's see what you already know

Please complete the pre-test! Go to <http://url.southforsythhs.org/studyskillspretest> using a web enabled phone or BYOT device.



Time Management 101

- There are 24 hours in a day—approximately 8 for sleeping and 8 for school, and the other 8 are filled with every other activity in your life (homework, extracurricular activities, socializing with friends, family obligations, eating, etc.)
- How you choose to spend your time can make or break your academic career



There's so much to do... how will I ever find the time?

Making Time for School & Fun Stuff

The key is to find a good balance



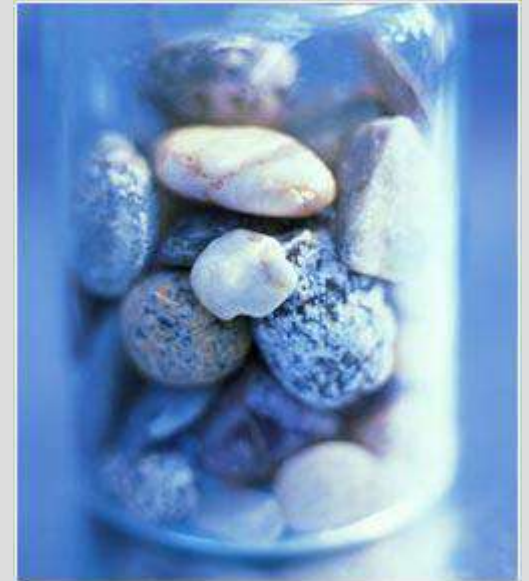
Rock, Pebble and Water Activity (adapted from Sean Covey's The 7 Habits of Highly Effective Teens)

Step 1: The jar represents one day—24 hours—no more and no less

Step 2: Add the large rocks—Is the jar full?

Step 3: Add the pebbles—Is the jar full yet?

Step 4: Add water—Is it full yet? YES!



So what does this mean?

Prioritization

How do I determine
my priorities?



•Rock Priorities—The things
you have to do



•Pebble Priorities—The things
you really enjoy and want to
spend more time doing



•Water Priorities—The little
things you enjoy but if you
don't get to them "Oh well"



How do you spend your time?

Track It



**Complete the
"How Do You
Spend Your
Time?"
worksheet**

What do
I have
to do?

What
do I like
to do?

What would I
like to have
more time to
do?

Pair/Share Activity

Discuss your results with a partner



Are you spending most of your time with rock, pebble, or water priorities?

What is your biggest personal time waster (PTW)?

How much time could you cut back on your PTW to find more time?



Ways to Make the Most of Your Time

Maximize Your Time

- ✓ Look for 'found time'—riding on the bus, while you're in the car, when your teacher takes attendance, and when the lesson wraps up early
- ✓ Utilize before and after school hours, lunch, and Instructional Focus to the fullest
- ✓ Get started on your homework as early in the afternoon as possible. Give yourself no more than a 45 minute break afterschool—you'll be more efficient

Next Session—Lesson Organize Your Time and Space

See you next week!

