

Imani's Time Management Skills

	Total Points Earned
19	Total Points Possible
	Percentage

Name _____

Date _____

Class _____

Directions: Read through Imani's summary of her time management weaknesses and her current time commitments. Then, imagine that you have control over when she can work, practice, do homework and socialize, and plan out her time commitments by color coding her weekly calendar. How would you organize Imani's calendar to help her find time to spend more time with her family and friends? Can you find ways to combine time commitments to free up more time?

- "Sometimes I forget tests and homework assignments."
- "I get tempted to wait until the last minute to work on a project or study for a test."
- "I have a job after school; it's hard to find time."
- "It seems like I never see my friends anymore."
- "I never seem to get enough sleep."
- "The computer is too much of a temptation—I end up messaging my friends and surfing the web rather than focusing on homework."
- "I'm really stressed out—how am I going to manage my senior year of high school?"

Imani's Time Commitments: (15 points for completion)

School: 7:30 – 2:30, Monday through Friday [use the color blue]

Homework: 10 hours per week [use the color yellow]

Sports: 10 hours per week for practice and games [use the color red]

Work: 17.5 hours per week [use the color green]

Social/Family: 5 hours a week, but wished it were more [use the color brown]

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 – 6am							
6 – 7am							
7 – 8am							
8 – 9am							
9 – 10am	W ork	School					W ork
10 – 11am							
11 – 12pm							
12 – 1pm							
1 – 2pm							
2 – 3pm							
3 – 4pm		Sports					
4 – 5pm		Homework					
5 – 6pm		Social					
6 – 7pm							
7 – 8pm							
8 – 9pm							
9 – 10pm							
10 – 11pm							
11 – 12am							

Two recommendations that will help Imani better manage her time: (4 points)