**Time Management**

**Worksheet One - Get your priorities right**

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| **Activity** | **Current time spent on these activities** | **SMART time to spend on these activities** |
| **Example:Eating meals** |  |  |
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**What to do**

1. **In column one make a list of the activities you do that currently take up your time.**
2. **In column two write down how much time you spend on these activities right now (You can put it as the number of hours or a percentage of your time).**
3. **Now think about how much time you would like to spend on each activity to maximize your learning opportunities and write this in column three.**
4. **From the list above you can see that some things won’t change. For example the amount of time you spend in school won’t change. Some of your sports commitments may stay the same. Look at the things you *CAN* change and on the list below write *TWO* activities you will make changes to either by increasing the time or decreasing the amount of time you send on each. Try doing this for a week and see how you go.**

**I will spend *MORE* time on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Achieved? Yes No**

**I will spend *LESS* time on\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Achieved? Yes No**