**Time Management Training**<http://www.escambia.k12.fl.us/pbis/rtib/>

**What is it?**

Teaching students to make good use of the hours and minutes of the day by planning, prioritizing, and sticking to a schedule.

**What it looks like:**

**Activity Examples:**

**Practice time estimation.** Make a game out of predicting, timing, and checkingstudents' estimates of the time needed for various activities. How long does it take to walk from the classroom to the school office?

**Use an analog clock.** Digital clocks are easier to read, but an old-fashioned clock withhands gives students a better sense of how swiftly time passes.

**Set a timer to motivate targeted behaviors.**

To help with transitions, for example, tell students they have five minutes to finish their work, and set an alarm to signal when time is up.

**Make sure students begin tasks promptly**.

Children with time management struggles often use delaying tactics—like sharpening a pencil—to put off doing tasks they find boring. Stand next to your dawdlers to get them started. If punctuality is a problem, include it as a goal on a daily report card or as part of a behavioral contract

**A written class schedule provides structure for the school day and breaks time into meaningful chunks.** Review it each morning, and refer to it throughout the day,noting the time allotted for each activity.

**Attach a daily to-do list to each desk,** and see that your students get in the habit ofcrossing off accomplished tasks. Have them add personal reminders—like "bring lunch money to office" or "return library books"—and work together on prioritization.

**Resources:**

* http://www.selfgrowth.com/articles/Time\_Management\_Tips\_for\_Kids.html
* http://www.timemanagementtraining.com