

INDIVIDUALIZED LEARNING TIME

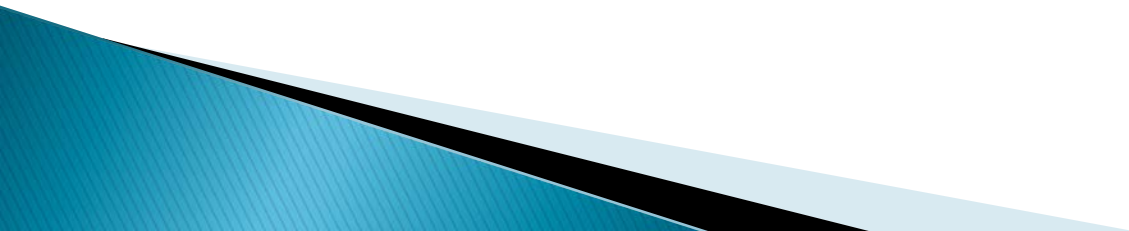
Lesson 4: Managing your Time



**Burnsview Secondary
School
École Secondaire
Burnsview**

Procrastination

Ellen on procrastination!



Procrastination and you

Talk these Questions out with a Neighbour:

1. What activities cause you to procrastinate?
2. How can you avoid activities that cause you to procrastinate?
3. Do your friends inhibit or enhance your learning?
4. Does your work space prevent you from being successful?
5. What are some productive spaces for you to get work done?
6. What steps can you take to enhance and protect your learning spaces?

Multi-tasking:

Procrastination's Ally

Dr. Sanjay Gupta on CNN



Organizing Your Time: The Eisenhower Matrix

Quadrant 1:
Important and Urgent

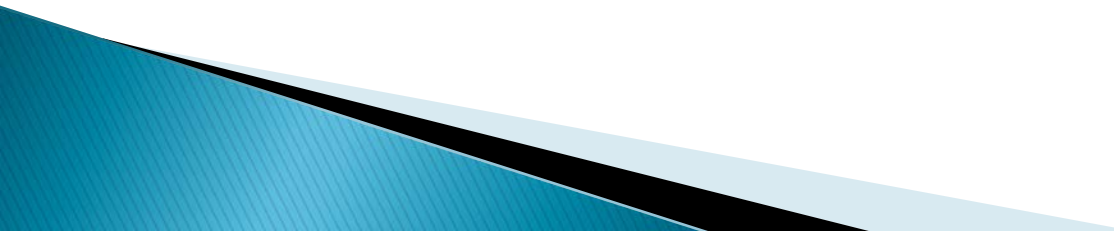
Quadrant 2:
Important but not urgent

Quadrant 3:
Urgent but not important

Quadrant 4:
Neither urgent nor
important

	Urgent	Not Urgent
Important	DO IT NOW! 1 Crises Deadlines Exams Problems	PLAN THIS! 2 Long terms goals Upcoming Projects Exercise Friends & Relaxation
Not Important	DECREASE THIS ! 3 Interruptions Emails / Messages Peer Pressure Other peoples problems	LIMIT THIS! 4 Time Wasters TV, movies, snapchat Video games Busy Work

How to combat procrastination

- Break projects into small tasks.
 - Limit your distractions (avoid multi-tasking).
 - Spend shorter periods of time on concentrated work rather than long periods of time on distracted work.
 - Put away electronic devices.
 - Build in rewards for accomplishing your study goals.
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Franklin's Weekly Schedule

- Endless possibilities

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - lunch							
lunch							
lunch-3pm							
3-4:30pm							
4:30-6pm							
6-7:30pm							
7:30-9pm							
9-10:30pm							

Franklin's Weekly Schedule

- Fixed items

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - lunch	school	school	school	school	school		
lunch	lunch	Gr. Council	lunch	St. Council	lunch		
lunch-3pm	school	school	school	school	school	Soccer	
3-4:30pm	Basketball		Basketball				
4:30-6pm				Basketball			
6-7:30pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:30-9pm		Soccer					
9-10:30pm							

Franklin's Weekly Schedule

- Priorities

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - lunch	school	school	school	school	school		
lunch	lunch	Gr. Council	lunch	St. Council	lunch		
lunch-3pm	school	school	school	school	school	Soccer	Homework
3-4:30pm	Basketball	Tutoring	Basketball	HW Club			
4:30-6pm		Homework		Basketball		Homework	Homework
6-7:30pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:30-9pm	Homework	Soccer	Homework	Volunteer		Family night	
9-10:30pm				Homework		Family night	

Franklin's Weekly Schedule

- Time for fun!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - lunch	school	school	school	school	school	sleep	sleep
lunch	lunch	Gr. Council	lunch	St. Council	lunch	netflix	exercise
lunch-3pm	school	school	school	school	School	Soccer	Homework
3-4:30pm	Basketball	Tutoring	Basketball	HW Club	Hang out	Nap	Netflix
4:30-6pm	Video games	Homework	Hang out	Basketball	Video games	Homework	Homework
6-7:30pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:30-9pm	Homework	Soccer	Homework	Volunteer	movies	Family night	Relax
9-10:30pm	read	Relax	read	Homework	movies	Family night	netflix

Franklin's Weekly Schedule

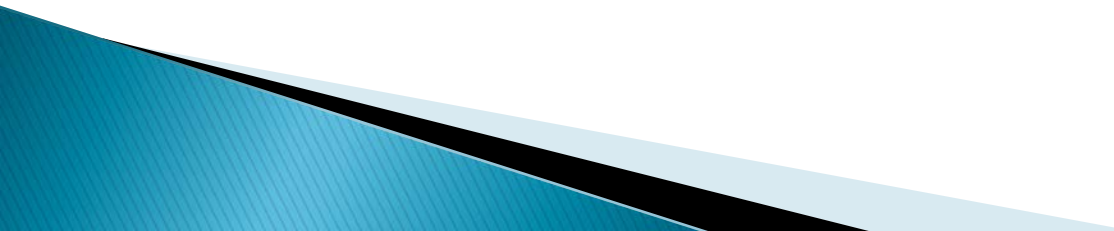
- Time management nirvana!

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 am - lunch	school	school	school	school	school	sleep	sleep
lunch	lunch	Gr. Council	lunch	St. Council	lunch	Netflix	exercise
lunch-3pm	school	school	school	school	school	Soccer	Homework
3-4:30pm	Basketball	Tutoring	Basketball	HW Club	Hang out	Nap	Netflix
4:30-6pm	Video games	Homework	Hang out	Basketball	Video games	Homework	Homework
6-7:30pm	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:30-9pm	Homework	Soccer	Homework	Volunteer	movies	Family night	Relax
9-10:30pm	read	Relax	read	Homework	movies	Family night	Netflix



Your turn!

Planner Options:

- ▶ Use the Burnsvieview App
 - ▶ Get a paper agenda
 - ▶ Use google calendars
 - ▶ Use a calendar App
 - myHomework
 - Pocket Life
 - Moment – A phone app that tracks your screen time!! Try it!! See how much you're really on your phone!
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TED

Inside the mind of a master procrastinator

Tim Urban – 2016