



# Time Management Tips for Online Learning

## Time Management:

Time management is a life skill and one that can be practiced and taught. Some simple tips for teaching time management to younger children are listed below.

## Time Management

is the ability to use one's time efficiently or productively, especially to accomplish work or school goals.

### Tips for elementary aged students:

- Predictable routine - Establishing a daily routine will help ease everyone's stress level by knowing what to expect. Keep it simple. Write it down and display it where everyone can see. Pictures are helpful for younger students so they can read the routine too. This does take practice and does not happen overnight. It will take approximately two weeks of following the routine before everyone becomes more relaxed in it.
- Break up the day - When developing the routine, consider building in frequent "brain breaks." Walk around the block, get a snack, eat lunch, call a friend, dance or sing a song. Children are unable to sit for long periods of time. Every 30 minutes allow for a stretch break. Create a list of acceptable break time activities that take less than 3-to 5-minutes for your child to choose from.
- Make a checklist - create a "to do list" of daily assignments that must be completed. Checking off the items completed is a reward for most and teaches organizational skills. For younger students, make a "bingo sticker chart," listing Monday through Friday across the top, with all subject names down the side. List assignments if needed in the chart, then allow them to put a sticker or smiley face in the box when completed. When the daily column is bingo, then the school day is complete. When they reach a "full bingo card," the school week is over. Celebrate!
- First/then and When/then statements - Not all subjects are our favorite. When there is a challenging subject or task, place that task before a desirable activity. This helps keep them motivated. If you make it right before the lunch break you can say, "*First* you work on math, *then* it will be lunch time" or "*when* math is finished, *then* we will eat lunch."
- Remove distractions - Creating a space where your child is not distracted can be challenging. Do your best. Screens are very distracting, especially one's that aren't displaying school work. Limit the extra noise around your student like the television, phones or other conversations.
- Be flexible - This is a challenging time for many of us, children included. When children become overwhelmed, just like grown-ups, empathy and understanding are needed. You can adjust your routine to fit you and your children's needs.
- Model asking for help - If the work becomes challenging or you are unsure what is expected, please ask for help. Teachers are available to support your child.

