**Time Management**
Time management is a life skill that can be taught and practiced. These skills are needed as individuals enter the workforce or attend college. These skills are also important when attending school online.

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

**Tips for Intermediate, junior and high school age students:**

- **Organize your space** - keeping your space clean and clutter free will help reduce anxiety and lessen distractions. Have everything you might need for school work in one space; pencils, paper, computer, charger, etc.

- **Schedule** - keep a schedule or a calendar listing after school activities, exams or when reports or projects are due.

- **To-do lists** - daily and/or weekly lists are helpful to keep you on track. Prioritize items that need your attention sooner rather than later.

- **Avoid procrastination** - break larger tasks into smaller ones on your daily lists to prevent becoming overwhelmed and allow for your best work.

- **Focus on one task at a time** - multitasking can make your tasks take longer, this includes multitasking with your phone. Put the phone away or on “do not disturb” while working on tasks that require your attention.

- **Avoid distraction** - Again, the phone is one. Music is a personal choice; some find it helpful while others find it more distracting. Instrumental music or a fan can help drown out other noise distractions in your space but not interfere with your focus.

- **Take breaks** - when you find yourself struggling to focus, take a break. You can also reward yourself for completing a task with a break. These are small five minute breaks; walk around the block, stretch, get a snack, drink some water and if you have to - check your phone. **Helpful hint** - set a timer on your phone for five minutes, before you magically get sucked into an hour of TikTok's.

- **Self care** - remember to get an adequate amount of sleep, exercise and nutrition. These things impact your brain power and ability to focus.

- **Ask for help** - remember that if you are struggling with your school work, your teachers are available and want to help you.