Today I’m going to talk to you about time management and the importance of time management. [writes time management on the board and underlines it] We all have many things we need to fit into our daily schedules- you might have to go to school and complete a job application, and want to go to the mall, and play some video games all in a single day. The problem is, you only have a certain amount of hours in your day. You probably wake up at 7A.M. and want to be in bed by 11P.M, so how do you fit the stuff you need to do and the stuff you want to do all in one day? The answer is to improve your time management skills. I will talk about three ways to improve your skills in this area. Listen up, because almost everyone needs help in order to manage their time better.

The Primary thing you need to know in order to successfully manage your time is how to prioritize. In order to prioritize—and write this down—you need to put things you have to (or need to) do into categories. For example, you could categories tasks as really urgent, immediate, important, and time wasters. It is important to remember to do important tasks as soon as you can, before they become really urgent or you will stress yourself out.

Next is planning. You must have a plan everyday in order to effectively manage your time. Remember the five W’s when you create any plan. These are [write these on the board] what, where, when, why, and who. You must answer these questions whenever you plan to do any activity, and remember that your plan should always solve a problem or fulfill a need. Remember to be accountable and responsible, and always evaluate how effective your plan was after the fact.

Last is preforming. Of course, after you plan an event and prioritize it, you have to actually do it. As long as you have an effective plan and enough time to complete the task, it should be completed without stress.