



Track Time

Help your student track time. Encourage them to become aware of how much time they spend doing tasks.

- Example of a time use chart:
https://www.unco.edu/student-academic-success/academic-success/academic-success-resources/pdf/SAS_time_management.pdf
- Teaching Your Kids Time Management:
<https://www.verywellfamily.com/teaching-time-management-skills-to-teens-2608794>

Prioritize

Learning how to prioritize is a critical time management skill. Help your student figure out what needs to be tackled first, second, and so on.

- Ask, “What do we need to do first? What is the easiest step? What is the hardest step?”
- Set goals. “What are your goals for the day, for the week? What are your long-term goals?” Setting goals and figuring out the steps to reach their goals are essential skills for future success.
- Prioritize activities.
- Look at the priorities regularly. Has anything changed?
- Do the hardest jobs early in the day; tasks get done faster when your child is not tired.
- Acknowledge and plan extra time for unexpected events...Murphy’s Law.
- Plan extra time for proofreading or re-checking answers.

Time Blocking Method

Is when you block out specific times in your day to work on tasks. To use the time blocking method, they can start with a calendar or a spreadsheet that breaks down the day into hourly or even half-hour increments. Help your student think about

- Fixed time commitments. These are things like classes, activities, dentist appointments, or sleep. Have your student look over assignments and write down the due dates for upcoming projects or exams. Add all the fixed time commitments first to the schedule.
- Flexible time commitments. Next, work on the flexible time commitments. Those include study time or when to do homework, recreation, or chatting with friends.

If your student likes a visual, an idea is to laminate the schedule every week and then put it on their desk or hang it on the wall.



Kanban Method

Some students do well with the Kanban method because it gives them a visual reminder of what to do and a boost because they can see what they have accomplished. Kanban is Japanese and stands for visual signal or card. Students can use a big poster board, or they can use the Kanban method online in Google Sheets.

Example of Kanban: <https://www.giftedguru.com/digital-kanban-board-for-students/>

Eat That Frog

There are tasks that are unpleasant: “frogs.” Rather than moving the “frogs” to the next day and procrastinating, identify the “frog” and eat that “frog” first. It gives students a boost to get the most difficult, or unpleasant, task out of the way. Everything is going to be easier after the “frog” is done.

Tips for Studying

Figure out your student’s most productive time. Experiment or keep a journal for a few days.

- Before each study session, set study goals. Goals help students focus and keep them motivated.
- Plan specific times for studying.
- Keep a routine.
- Study in increments over a specific period. Avoid cramming.
- Work on the “frog” first, if possible.

Tips for Projects

In the upper grades, students will be given projects or assignments that take longer to complete.

- Be sure that your student understands the directions.
- Start off by thinking about the milestones of the project. Break up projects into manageable chunks. What needs to be done first?
- Have students write a to-do list.
- Include time estimates next to each step that needs to be completed.
- Leave a time cushion for proofreading and review.

Procrastination

Different students procrastinate for varied reasons.

- Unorganized. Designate a homework desk. Have a homework box with all the supplies. Work on being proactive and getting ready for the next day the evening before.
- Avoidance: Talk about “eating that frog.” Break down intimidating tasks into manageable chunks.

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- Over commitment: Learn to say “no.” Have realistic time estimates. Allow for interruptions and breaks.
- Watch negative self-talk.
- Struggle to focus.

Tips for Staying Focused

Minimize distractions. Close tabs in browser. Avoid social media. Use a website blocker to minimize browsing or apps to limit distractions.

- Avoid multi-tasking. Focus on finishing one task at the time.
- Schedule breaks and keep a routine.
- Use the Pomodoro Method:
<https://www.youtube.com/watch?v=mNBmG24djoY>
- Reward effort. Have your student think about what they really enjoy doing and create a “reward list.” After completing a task or reaching a goal, they can choose something from their list.
- See the big picture. Students are not learning for their teachers or for their parents. They are learning for themselves.
- Check out this website for more tips:
<https://childmind.org/article/how-to-help-your-child-get-motivated-in-school/>

Websites, Articles and Apps

- How to Choose the Right Time Management Technique for You:
<https://blog.proofhub.com/time-management-technique-that-will-make-you-productive-2e78ac1e575b>
- Teens and Sleep:
<https://www.sleepfoundation.org/teens-and-sleep>
- How Delayed Sleep Phase Syndrome Affects Teenagers:
<https://www.verywellhealth.com/delayed-sleep-phase-syndrome-in-teenagers-3014763>
- Teen Discipline: Strategies and Challenges:
<https://www.verywellfamily.com/discipline-strategies-for-teens-1094840>
- How to Help Your Child Get Motivated in School:
<https://childmind.org/article/how-to-help-your-child-get-motivated-in-school/>
- How to Motivate Children: Science-Based Approaches for Parents, Caregivers, and Teachers:
<https://developingchild.harvard.edu/resources/how-to-motivate-children-science-based-approaches-for-parents-caregivers-and-teachers/>
- Best apps to help students manage time:
<https://www.educationalappstore.com/blog/best-apps-will-help-students-manage-time/>

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Apps for time blocking: Trello or Notion

Apps for to-do lists: Microsoft to Do; Remember the Milk

Videos

- How to deal with Pre-Test Stress:
<https://youtu.be/BOO0DYnqVrI>
- Testing Tips from High Schoolers for High Schoolers:
https://www.youtube.com/watch?v=tmZjXsVe_k0
- Kanban:
<https://www.youtube.com/watch?v=lg4L7R4eKR4>
- My Ultra Lo Fi Kanban Student Board
<https://www.youtube.com/watch?v=lg4L7R4eKR4>

MCEC[®] Resources

- *SchoolQuest™* is an interactive tool, specially designed to support highly mobile military-connected parents & students:
<https://schoolquest.militarychild.org>
- Student2Student[®] Program Information
<https://www.militarychild.org/audience/students>
- Professional development opportunities through MCEC: PD@militarychild.org
- Military Student Consultants: This program is the portal for all questions student and parent related. You can submit your specific questions concerning transition barriers and receive specialized support. To contact a Military Student Consultant, email msc@militarychild.org
- The MCEC[®] podcast series covers an array of informative and important topics with guests from all walks of life. Visit [Podbean](#), or [iTunes](#)
- If you have any questions, please do not hesitate to reach out to:
Info@MilitaryChild.org

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