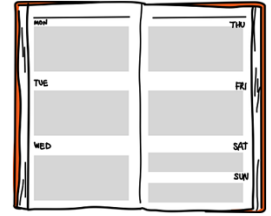


Time Management Tools

There are many different types of tools both digital and non-digital to help enhance time management and scheduling. Time management tools help to improve accountability, upcoming deadlines, avoid time wasting activities and become more productive both at home and at school.



TASK: Look at the time management tools listed below. Check the ones you use and explain how you use them. Then, put an **x** on the line for the ones that could help you become better at time management and explain how they could help you.

- | | |
|--|---|
| <input type="checkbox"/> _____ Checklist | <input type="checkbox"/> _____ Phone app(s): |
| <input type="checkbox"/> _____ Visual Schedule | <input type="checkbox"/> _____ Tablet app(s): |
| <input type="checkbox"/> _____ Daily Schedule | <input type="checkbox"/> _____ Day Planner |
| <input type="checkbox"/> _____ Calendar | <input type="checkbox"/> _____ Journals |
| <input type="checkbox"/> _____ Sticky Notes | <input type="checkbox"/> _____ Other: |
| <input type="checkbox"/> _____ Timers | |
| <input type="checkbox"/> _____ Watch/clock | |
| <input type="checkbox"/> _____ Other: | |