



T I E MANAGEMENT



USE THE **HSPD CALENDAR** FOR EFFECTIVE TIME MANAGEMENT:

TIME MANAGEMENT

IS KEY TO STRIKING A SUCCESSFUL BALANCE BETWEEN CLASS, FOOTBALL, AND YOUR HEALTH AND WELL-BEING. PRACTICING TIME MANAGEMENT SKILLS AND CORE VALUES WILL HELP YOU PREPARE FOR TESTS, MEET DEADLINES, AND ATTEND PRACTICES WITHOUT BEING STRESSED.

Input your Semester and Game Calendar

Record when all your exams, quizzes, games, reports, papers, and finals are ahead of time. This will give you a snapshot of everything to come.

Know Your Schedule: The Weekly Calendar

Write these down on the weekly calendar:

- class times, meetings, team practices
- eating, exercising, and studying
- work, organizations, church, volunteer activities
- family time, social time

CORE VALUES OF TIME MANAGEMENT:

- Do first things first.
- Be task-oriented rather than time-oriented.
- Think in terms of “blocks of time” and what specifically needs to be accomplished.
- Set deadlines for yourself whenever possible.
- Develop a routine. It will help you develop a pattern for efficient and effective learning.
- Remind yourself, *“There is always enough time for the important things.”* If it is important, make time to do it.
- Have confidence in yourself and in your judgment of priorities. Then, no matter what, stick to them!