



**BOYS & GIRLS CLUBS**  
OF CENTRAL FLORIDA

**YOUTH ACTIVITY**

## Time Management

What is time management 🤔

It is the process of organizing and planning how to divide your time between specific activities.

Here is a video explaining more about time management.

<https://www.youtube.com/watch?v=IcIIX5G5hjU>

Look at some guidelines for to help you use your time wisely.

<https://www.scholastic.com/parents/family-life/parent-child/teach-kids-to-manage-time.html>

Using your time wisely helps you get things done. Having a day to day plan, makes it easy to track what you are doing, what you have already done and what else needs to be done. Writing it all down can be simple too. You only need a sheet of paper and a pencil/pen to do it. Here, I did an example...

Monday	Tuesday	Wednesday	Thursday	Friday
Wash clothes	Study	Do Homework	Clean kitchen	Clean room

**I think you guys get the picture. So, go ahead and start planning your day. I bet you it will make life a lot easier!**