

# Time Management

**Follow these steps to create a schedule that works for you!**

1. Add commitments, appointments, and obligations to your schedule. For example, add school, doctor appointments, and team practices to your schedule.
2. Add your transitions and commute times to your schedule. For example, if you need to be at school at 9 a.m., you need to schedule the time it takes to get to school. You also need to schedule the time you need to get ready to leave for school. These are transitions.
3. Schedule waking times and bedtimes.

Cohort A Sample

7:00--7:30	<i>Wake up--get ready for school &amp; eat</i>
8:00--8:30	<i>Get supplies together for school (transition), Leave for School</i>
9:00	<i>Zoom / On Campus Class Time</i>
10:00	<i>Zoom / On Campus Class Time</i>
11:00--11:30	<i>Zoom / On Campus Class Time</i>
12:00--12:30	<i>Transition to home. Lunch Time</i>
1:00--1:50	<i>Enrichment / Homework 10 min. Active Break</i>
2:00--2:50	<i>Enrichment / Homework</i>
3:00	<i>Free Time &amp; Transition to Basketball Practice</i>
4:00	<i>Basketball Practice</i>
5:00	<i>Finish Remaining Homework or Free Time</i>
6:00	<i>Dinner &amp; Chores</i>
7:00	<i>Free Time</i>
8:00	<i>Free Time</i>
9:00	<i>Free Time</i>
10:00	<i>Bed</i>

My Schedule

7:00	
8:00	
9:00	
10:00	
11:00	
12:00	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	

