



## Time Management Strategies for High School Students

In today's fast-paced world, mastering the art of time management is crucial for high school students. Math Project recognizes the importance of integrating these skills into daily routines, preparing students for the challenges of adult life.

### The life skills that Math Project promotes through learning math are:

- Taking ownership of their work (ie. taking accountability for their work and grades)
- Time management (ie. managing study habits, deadlines, social life, etc.)
- Organization of work
- Team player skills (ie. working with others, problem solving, etc.)

### How to manage your time?

- Use a Planner/Agenda (Organize and Plan)
- Create Daily Schedules (Structured Planning)
- Break Tasks into Smaller Goals (Manageable Milestones)
- Manage Distractions (Minimize Interruptions)
- Work-Break Strategy (Focused Productivity)
- Daily Engagement with Subjects (Consistent Learning)

### Handling Setbacks

Acknowledge that unforeseen circumstances may disrupt your plans. If you fall behind, revisit your weekly schedule, make necessary adjustments, and ensure the completion of tasks.

### Conclusion

Effective time management not only leads to academic success but also cultivates essential life skills. By incorporating these strategies into your daily routines, you are investing in future success. You'll become proficient not only in math but also an adept problem solver and an efficient manager of your life.