

MY LIFE-FIT HABITS

ORGANISATIONAL AND TIME MANAGEMENT SKILLS

Helpful apps on **time management:**

<https://itunes.apple.com/au/app/myhomework-student-planner/id303490844?mt=8>

Helpful YouTube video on **time management:**

<https://www.youtube.com/watch?v=UgyMNw7Dqbo>

Try this Life-Fit **Organisational and Time Management Skills Challenge**

Set a goal to do a bit of homework every day – this might include actual homework, study, or reading. Make sure you set a time limit – this might be 15 minutes or one hour (depending on which year level you're in). At the end of the time, stop working and reward yourself with something relaxing to do.

What is **time management?**

A thinking skill that helps you to:

- Make a good guess at how long it will take to do something
- Complete tasks on time
- Not waste your time

For example: Use time management skills to get your homework done quickly so you can have more time to go outside and play

How can I improve my **Organisational and time management skills?**

- Stop, think and figure out what's the most important thing to do and do it first
- Before you start your homework, try to figure out how long each task will take
- Use your mobile phone, alarm clock or watch to give you regular reminders, every 10 or 15 minutes when you are working on a task or chore

Ask your parents to take a look at this **helpful** website with great tips that can benefit you

<https://drive.google.com/file/d/0B32Lt8nIzwnrNEhVdHI6WI9Dc1k/view>

How to get extra help to **boost** your health and well-being

Try our other tip sheets. Speak to your parents, your teachers, your counsellor or another important adult you trust.

Try these support websites:

www.au.reachout.com
www.eheadspace.org.au

www.youthbeyondblue.com
<http://www.brave-online.com/>

