



## **Time Management Skills During Remote Learning TIP Sheet Information for Caregivers and Advocates**

**Time Management:** The capacity to estimate how much time one has, how to allocate it, and how to stay within time limits and deadlines. It also involves a sense that time is important.

### **Social and Emotional Impacts of Time Management:**

Many students are experiencing barriers to effective time management such as changes in family finances and resources, necessity to work, increased conflict at home, increased responsibilities at home (i.e. helping siblings), and experiencing grief from the loss of normal social connections and interactions. Emotional barriers to effective time management may include dealing with the loss of all aspects of normalcy in a long-standing predictable routine, fears associated with the health of oneself and family members and managing a wide range of vacillating emotions effectively.

Time management falls into the social and emotional core competency displayed in the Collaborative for Academic, Social, and Emotional Learning (CASEL) graphic above of “self-management”. In this dynamic time, it is important to recognize that adolescents have not yet mastered time management skills and are now met with increased demands to manage routines independently.

As adults, we know that effective time management can help to reduce stress, allow students to gain a sense of control amidst uncertainty, achieve more, work “smarter and not harder”, and obtain a sense of balance. Research has found that there is a positive correlation between improvement in time management and improvement in anxiety, depression and sleep quality, meaning that effective time management has a positive effect on improving anxiety, depression, and sleep quality (Wang, 2018).

### **General Ideas for Supporting Students with Time Management:**

- To promote self-awareness of time management skills, ask students to self-assess their own barriers and supports for effective time management.
  - Consider asking students to start a journal to share their individual situations with you. This will help them build connections with you and allow you to provide individual tips and feedback on these skills.
- Sharing your own obstacles with time management during this time, strategies that have helped you, and strategies you include in your routine to help build your own social and emotional health.
- Share the resources below with your CASA child however you would like...

### **Student-Centered Strategies for Time Management**

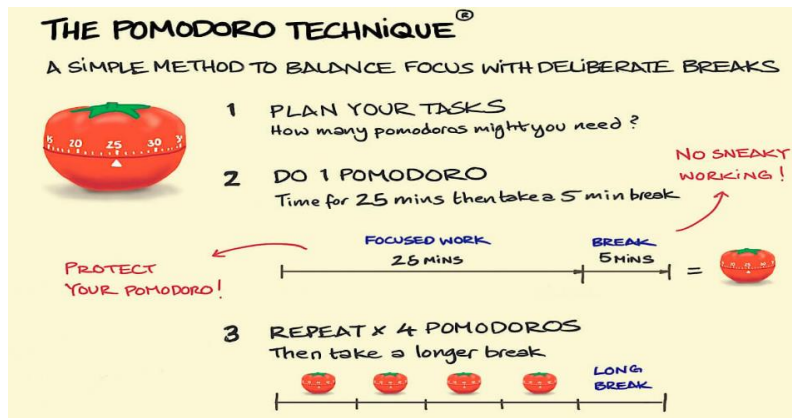
- It is difficult to complete work during remote learning for many reasons, but a large factor is the lack of structure. When we have 3-4 hours of work to complete, and 12-15 hours available, it can be difficult to motivate ourselves to get started. *Time-Boxing* in combination with the *Pomodoro Method* allows us to be productive when we have a lack of structure.

## Time Boxing

- Time Boxing Elon Musk Link (appropriate for students in grades 512)
  - **Step 1:** Write down your to-do list
  - **Step 2:** Divide your list – Important tasks first
  - **Step 3:** Allocate time for each item on your list and include breaks
  - **Step 4:** Time yourself
  - **Step 5:** Review your progress
  - **Step 6:** Don't forget to celebrate success
- Focus Keeper – Time Management App for Iphone,
- Study Hacks Blog

## POMODORO Technique

- **Step 1:** Think about the best time for you to do your schoolwork. Consider when you are most alert and how much time you will need. Block out the appropriate amount of time.
- **Step 2:** Begin on Monday and schedule everything that you ABSOLUTELY HAVE TO DO that day (schoolwork, family responsibilities, exercise, food)
- **Step 3:** Fill in the time you have left for FUN AND RELAXING activities such as communicating with friends, listening to music, TV, phone, wellness activities.
- **Step 4:** Plan your schedule for the rest of the week following steps 1, 2, and 3
- **Step 5:** Use the *Pomodoro Method*: 1 Pomodoro = 25 minutes of work with a 5-minute break.



- Pick one project or task you want to focus on.
- Set a timer for 25-30 minutes and get to work.
- When the buzzer sounds, take a two-to-three-minute break.
- Repeat.
- After four sessions, take a longer break.
- Record each session with a tick or X in your notebook

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### References:

- Core SEL Competencies. Retrieved from <https://casel.org/core-competencies>.
- Dawson, P., Guare, R. Executive Skills in Children and Adolescents: A Practical Guide to Assessment and Intervention, 2010.
- Wang, P., & Wang, X. (2018, December). Effect of Time Management Training on Anxiety, Depression, and Sleep Quality. Retrieved from <https://www.ncbi.nlm.nih.gov/pmc/articles/PMC6379615/>
- Retrieved from youtube, Timeboxing: Elon Musk's Time Management Method, 2018