

TIME MANAGEMENT PLANNER

Below are two charts that will help you understand and better manage your time commitments. Typically, classes will have no more than 30 minutes of daily homework (0.5 hours). There might be more or less on any given day, but the average will be about 2.5 hours a week. However, some courses will regularly have more homework than this. In the *Program of Studies*, the amount of estimated homework time is noted in the course descriptions of courses that exceed the typical 30 minutes a night. As you select courses for next year, fill this information into the Homework Time Commitment Chart below. You won't know exactly when courses will meet or if you will get into all of your selected courses, but you will know how many trimesters the courses run and the homework requirements. This will help you estimate your schedule for the chart. Next, fill in the Other Time Commitments Chart. Total the two charts for an account of your daily time commitments after school dismissal. Review your selections and discuss this planner with your family. The goal is for you to achieve a balance among your free and family time, your academic commitments, and your extracurricular activities, in and out of school. Your Guidance Counselor can help you with your course selections.

Homework Time Commitment Chart					
Note: It may take you longer to complete homework in subjects you find difficult than what is estimated. You should consider this when completing your chart.					
Trimester 1 Classes	Daily Hmwk. Time	Trimester 2 Classes	Daily Hmwk. Time	Trimester 3 Classes	Daily Hmwk. Time
1		1		1	
2		2		2	
3		3		3	
4		4		4	
5		5		5	
6		6		6	

Other Time Commitments Chart					
Examples: Sports, Driver's Ed., SAT Prep., College Apps., Community Service, Music or other lessons, etc.					
Trimester 1 Activities	Time	Trimester 2 Activities	Time	Trimester 3 Activities	Time
Trimester 1 Total Time		Trimester 2 Total Time		Trimester 3 Total Time	