

Time Management Skills

Key Stage Four



Successful students actively manage their time.



Here is a major rule to help you:

Get into a homework routine. The easiest one looks like this: Get home, get on with it, get it finished!

Other general advice:

Look into your planner when you start your homework session. Decide on priorities. **Start with either the most urgent** or the most difficult.

Stay on task. That means no distractions (TV, social media, phone...)

Be aware of upcoming deadlines. Plan how you will build in bigger projects, revision etc.



How good is your time management?

Use the worksheet: KS4 time management questionnaire



Plan your work time and your leisure time.

Here are some examples:

Use:

weekly planning sheet after school

Year 7 weekly planning sheet example

Year 7 weekly planning sheet blank KS3



What to do if you get behind:

Talk to your parents. They might want to put a note to the teacher into your planner.

Talk to your teacher. Explain why you are behind and what you think you might do to sort it out. In almost all situations teachers prefer a task to be done well rather than it being done hastily and badly. However, never just turn up without the task in the hope that you will get away with it.

Prioritising:

Use KS4 Priority organiser

