

Parent-Student Academic Workshop on Time Management

November 2023-24

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Routine is KEY- for Time Management

Routines are **VITAL** for a peaceful household.

If you have a **daily schedule**, your household runs more **smoothly and efficiently**.

Creating **household routine** and being **consistent** is **KEY**.

ROUTINES help a family manage time expectations with **less stress**, because everyone knows **what is expected of them**.



Why A Schedule or Routine?

- **Kids** who have a *schedule*, manage stress and anxiety better.
- **Bed-time** should be at the **same time every night**.
- Morning School **schedule** should be at the **same time**, to be ready and begin their day.
- If you **feel rushed** every morning, then everyone needs to **go to bed earlier or get up earlier** until you find the right time that works best for everyone.
- Why is **Routine KEY**? To be **prepared, ready and rested** to begin your day.



Key Steps to Time Management

- **Prioritize** your time with a schedule.
- **Use a planner** to complete your goals, assignments and or projects.
- **Schedule time** to complete each assignment, and or HW.
- Find a **quiet place** with **no distractions** / **no phone** to get assignments done on time.
- **List** your goals **by priority** to get your plan, work, HW, or project according to when they are **due**.

DAILY PLAN

DATE _____

TODAY'S SCHEDULE

6-7 AM	
7-8 AM	
8-9 AM	
9-10 AM	
10-11 AM	
11-12 AM	
12-1 PM	
1-2 PM	
2-3 PM	
3-4 PM	
4-5 PM	
6-7 PM	
7-8 PM	
8-9 PM	

TOP PRIORITIES

TO DO LIST..

-
-
-
-
-
-
-
-

FOR TOMORROW..

NOTE..



Pick A Planner That Works For You Or Your School Subject

Weekly Plan

WEEK / MONTH : _____

Monday	Events
Tuesday	
Wednesday	Weekly Priorities
Thursday	
Friday	Weekly Checklist
Saturday	<input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____

Notes

Name : _____

Week : _____

Weekly Schedule

Semester : _____

Time	Monday	Tuesday	Wednesday	Thursday	Friday
7:30 - 9:00					
9:00 - 10:30					
10:30 - 12:30					
12:30 - 13:45					
13:45 - 15:00					



Tips To Help Stay On Task

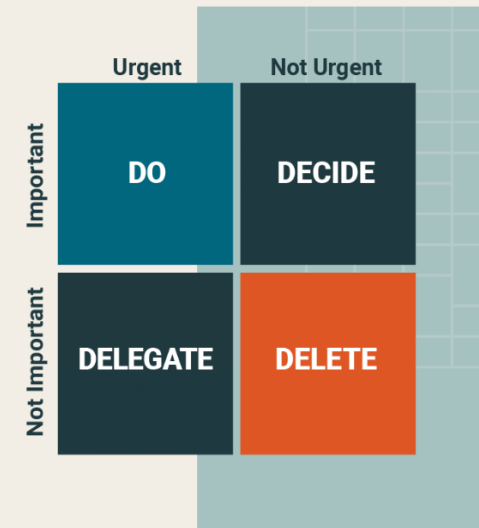
- Clear your schedule. Don't overextend yourself. ...
- Create a **work area** that is free from distractions and commit to staying there for at least **one to two hours**. ...
- Prioritize....
- Make sure you **understand the task**. ...
- Break down the task **by list of priorities**. ...
- Does **NOT** have to be perfect **just complete task and or /HW**.
- Find a **quiet space** to work and **motivate you** and make it enjoyable.

Eisenhower Matrix

This method has you **organize your tasks into 4 quadrants** sorting them by important vs. unimportant & urgent vs. not urgent.

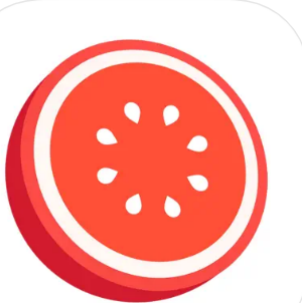
WORKS WELL FOR:

- 🔗 People with tough decisions
- ⚡ Critical thinkers




Apps – Help Time Management

- [Focus Keeper - Time Management on the App Store \(apple.com\)](#)
- [Flipd: focus & study timer on the App Store \(apple.com\)](#)



Focus Keeper - Time Management
Productive Timer: Work & Study
[PIXO Incorporation](#)
Designed for iPad
★★★★★ 4.8 • 17.8K Ratings
Free · Offers In-App Purchases



Flipd: focus & study timer
Productivity, time tracker
[Flipd Inc.](#)
★★★★★ 4.5 • 6.3K Ratings
Free · Offers In-App Purchases



- It's important to **advocate** for yourself.
- Having the right **tools**.
- It's okay to ask for HELP and SUPPORT.



Want Extra Support

- Email me for resources to help you get started.
- Schedule a meeting to help you brainstorm ideas & solutions.
- Receive an email on the resources I used today.



Resource

- If you want the packet on the planners email me and will send them, please list students name, teacher, site, and name of workshop.
- Many site online helps organize, create, and design everything you need to assist with time management and be organized. Click on sight below to get started.
- [Home - Canva](#)



Resources and Services

- WIC Young Teen / Single Moms' Car seats w/class
- CalWORKs Teen; Suicide, crisis, resources Protective Services
- Women Shelter Free dental for kids Middle Eastern Services
- Healthcare Diapers, formula, and food First 5 , Preschool
- Mental Health Childcare Information Bus passes
- Energy Assist Prog, PG&E, SMUD, Internet Black Infant Org.
- Free Legal Services Women Wellness Program (refugee) Finish your Diploma
- Birth and Beyond LGBTQ+ Resources Sac County Public Health
- Breastfeeding Services & more..



Outreach Coordinator, Rosa Rivera

- The Outreach Coordinator Role: is an added layer of support to current students, families, counselors, and staff. I serving as a vital bridge for resources and community outreach. I will ensure all students' and families' confidentiality is first and foremost, especially when needs or crisis arise to ensure the information and services are received in a timely manner.

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