



## Teach Your Mentee Time Management Skills

Time management is something that we all struggle with, but if good habits are established early, it can lead to greater success. It can often be overwhelming for a high school freshman to figure out how to go to practice, get homework done, and still find time for friends. As mentors, we can help our students develop good time management skills from a young age, and those skills will stay with them for the rest of their lives.

During a recent conversation with a mentor of a Hudson Catholic student, the mentor told me that her student was really struggling in school as a freshman - she just couldn't figure out how to find time for everything. Her mentor sat her down and wrote out how much time she had from when she got home from school and when she went to bed. They then charted out the time and were able to make time for friends and schoolwork. By devoting time entirely to school work and turning off her phone, the student was able to get her homework done efficiently and well, and she still had time to text with her friends before bed. That student is now getting all A's!

## Time Management Tips for High School Students

1. Help your mentee understand the importance of time management.
2. Stress the importance of creating a schedule and using lists to prioritize time. By mapping out the day and being efficient with time, your student can still make time for friends and social media while still getting all of his/her homework assignments done well!
3. Encourage your mentee to write down his or her schedule so enough time is dedicated for chores, homework, and daily responsibilities.
4. Help your teen prioritize activities when conflicts arise. By talking to your mentee, you can help him or her prioritize activities according to values and commitments.
5. Explain the importance of routines in developing healthy habits, like doing his or her homework and chores right after school.
6. Refrain from nagging, but instead provide useful advice on time management.
7. Suggest that your mentee set limits on electronics until after homework is done. Your mentee will likely see how efficient she or he is when the phone is silenced. Efficiency will allow time for social media and texting with friends after school work is completed.
8. Encourage your mentee to set goals about time management and check in with him or her to see if they are hitting their goals.