



## Introduction to Time Management

*Read the following introduction and answer the questions that follow:*

Effective time management and study skills are crucial for academic success. This worksheet is designed to help 14-year-old students develop the skills and strategies they need to manage their time, prioritize tasks, and achieve their academic goals.

1. What is time management, and why is it important for academic success?

2. What are some common time management mistakes that students make?

3. How can you prioritize tasks effectively to achieve your academic goals?

## Setting Goals and Priorities

*Read the following information and answer the questions that follow:*

Setting SMART goals is an essential part of effective time management. SMART goals are specific, measurable, achievable, relevant, and time-bound.

1. What are SMART goals, and how can you use them to achieve your academic objectives?

2. How can you create a schedule to manage your time effectively?

3. What are some strategies for avoiding procrastination and staying motivated?



## Active Learning Techniques

Read the following information and answer the questions that follow:

Active learning techniques can help you engage with course material and retain information. Examples of active learning techniques include summarization, self-quizzing, and elaboration.

1. What are some active learning techniques that can help you engage with course material and retain information?

2. How can you use summarization, self-quizzing, and elaboration to enhance your understanding of a topic?

3. What are some benefits of using visual aids, such as diagrams and charts, to organize and review information?

## Managing Distractions and Staying Focused

Read the following information and answer the questions that follow:

Managing distractions and staying focused is crucial for effective time management. Common distractions include social media, email, and phone notifications.

1. What are some common distractions that can derail your study sessions, and how can you minimize them?

Page of

2. How can you use the Pomodoro Technique to stay focused and avoid burnout?

3. What are some strategies for managing test anxiety and staying calm under pressure?



## Review and Reflection

*Read the following information and answer the questions that follow:*

Regular review and reflection are essential for effective time management. Reviewing your progress and reflecting on your learning can help you identify areas for improvement and adjust your strategy.

1. What are some benefits of regular review and reflection, and how can you incorporate them into your study routine?

2. How can you use a reflective journal to track your progress and identify areas for improvement?

3. What are some strategies for seeking help when you need it, and how can you ask for support from teachers, classmates, or tutors?

## Conclusion

*Read the following conclusion and answer the questions that follow:*

Effective time management and study skills are essential for academic success. By developing these skills and strategies, you can achieve your academic goals, reduce stress, and develop a growth mindset that will serve you well throughout your life.

1. What are some key takeaways from this worksheet, and how can you apply them to your academic life?

Page of

2. What are some additional resources you can use to support your learning and development?

3. What are some next steps you can take to continue improving your time management and study skills?



## Glossary

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*Read the following glossary and answer the questions that follow:*

Here are some key terms related to time management and study skills:

- Time management: the process of planning and controlling how much time to spend on different activities
- SMART goals: specific, measurable, achievable, relevant, and time-bound goals
- Active learning: engaging with course material through techniques such as summarization, self-quizzing, and elaboration
- Pomodoro Technique: a time management technique that involves working in focused 25-minute increments, followed by a 5-minute break

1. What is the definition of time management, and why is it important for academic success?

2. What are SMART goals, and how can you use them to achieve your academic objectives?

3. What is active learning, and how can you use it to engage with course material and retain information?

