

Top 10 Time Management Tips for Children



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What is Time Management?

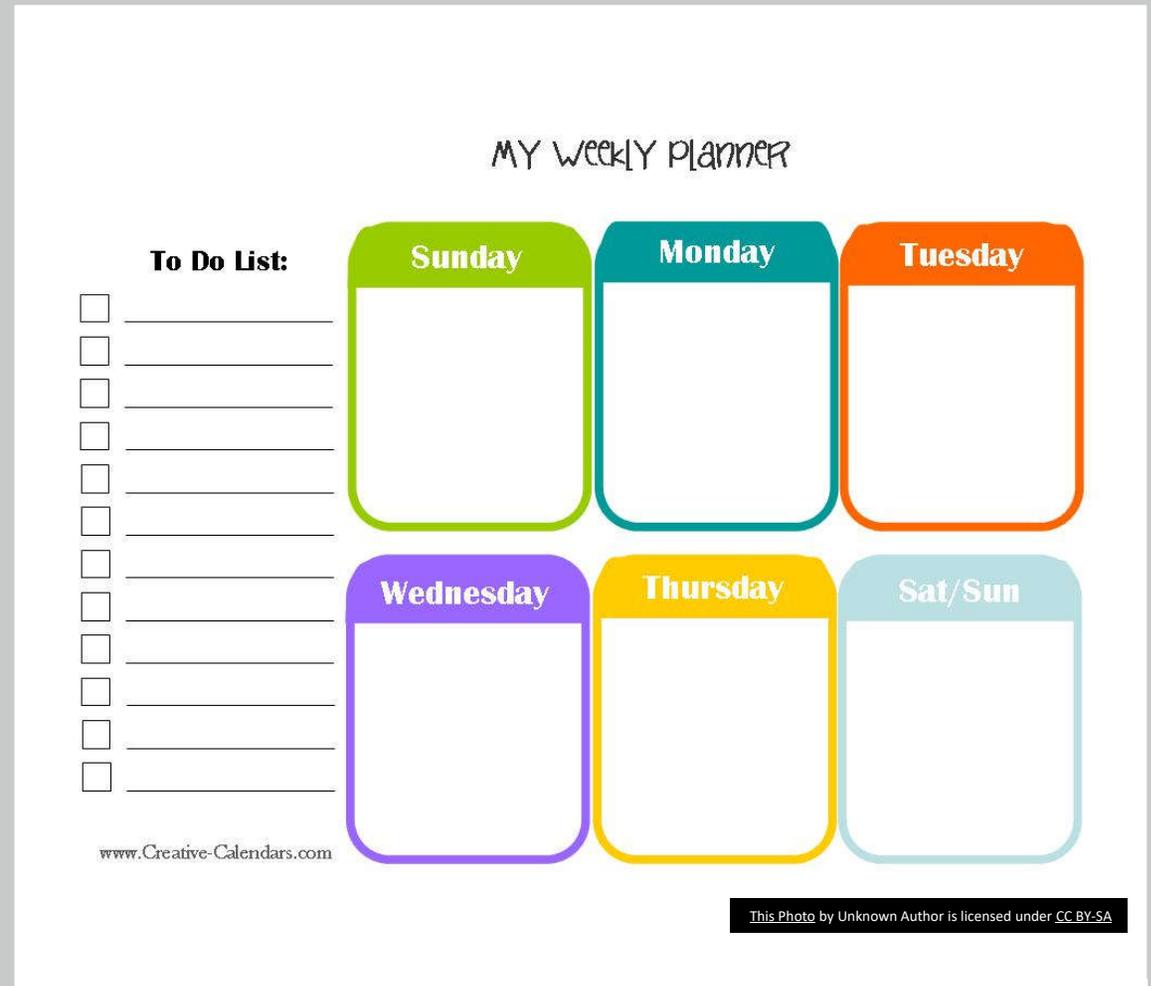
- Time Management is the thinking skill that helps you to:
 - Make a good guess at how long it will take to do something.
 - Complete tasks on time.
 - Not waste your time.
- For example, you use your Time Management skills when you get your homework done quickly so that you have a lot of time to go outside and play.¹

Of course we know time management is essential for our day to day effectiveness, but sometimes looking at time management can be overwhelming. We have put together a Top 10 List of Time Management tips for your child/student. You can start with one and move your way down the list!

Recourses: 1- <https://learningworksforkids.com/what-is-time-management/>

Tip #1: Create a Schedule

- When you are creating a schedule with a child it is important to have their input.
- Also it is important to make the calendar fit their needs.
- Do you need to use pictures?
- You can laminate it so they can write directly on it, but it can be erased and reused.
- Make it fun!



Tip #2: Stick to Your Routine

Routine is vital for time management effectiveness because with routine children know what is coming next.

Additionally, if someone is struggling with attention difficulties, we know that providing routine and structure can help with their attention and focus.





Tip #3: Make Sure Items Have a Place

Chaos around the house can often lead to chaos in the mind. If things are disorganized, it can be easy to get distracted and off task. However, when we create an environment where all our items have a place. We can put things back where they belong, and we can focus on our current task.

Tip #4: Use a Color-Coded Clock

Actual time can often be difficult for children to understand because they cannot visualize it. Therefore, if you create and use a color-coded clock, they can break their day up into manageable chunks visually.

[Visit our Color Clock Activity to create your own.](#)

Photo taken from kidsactivitiesblog.com

After School Routine Clock





Tip #5: Teach Time

As mentioned in the last tip, time can be a difficult concept for children. So, we must take the time to help them understand time.

Ways to help them understand:

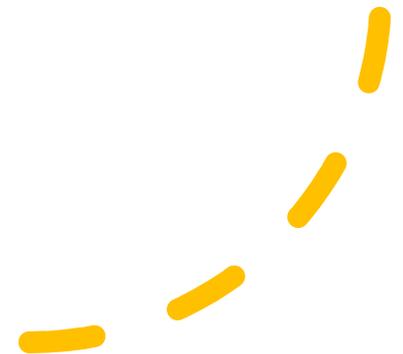
- ✓ Coded clock
- ✓ Timers
- ✓ Having them guess how long an activity takes and then writing down the actual time. [Check out our time tracker worksheet.](#)

Tip #6: Use Transitions

Moving from task to task can be difficult for children, especially if you are transitioning them from a fun task to a more mundane task. The use of transitions can be helpful because they are given prior notice so they can start to prepare to move to a new task.

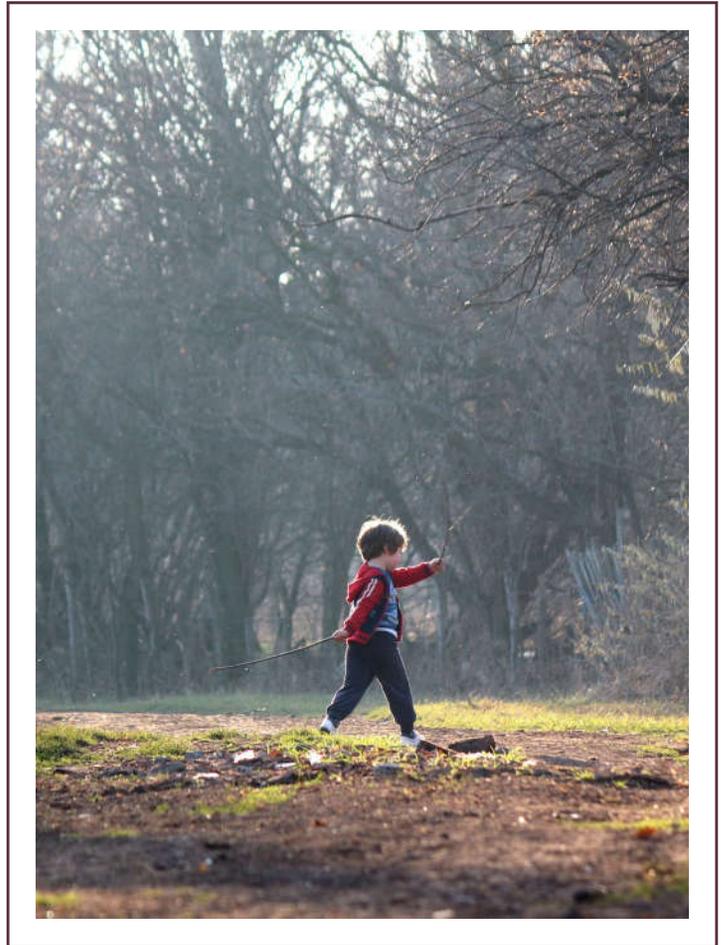
Some transitions include:

- ❖ Timers
- ❖ Words
- ❖ Songs
- ❖ Games like Simon Says



Tip #7: Take Breaks

Your brain needs a rest, and your body does too. Make sure you are scheduling breaks for your child. This includes hourly breaks for them to stretch, move around, get some fresh air, dance, etc. Just something to give their brain a rest.



Tip #8:
Teach
Them to
Do One
Thing at a
Time

This is a time for us to teach them that putting their focus into one thing at a time instead of several things will be more effective. When we put our focus on one thing at a time; we are putting 100% of our focus there. However, if we are trying to do multiple things at one time; we are now spreading 100% of our time over several different things.

Our brain does not multitask well. Our brains are designed to task switch - Complete one thing and then move on to the next.

Tip #9: Creating Goals with a Reward System

Goals are an effective way to complete tasks. When we are setting goals effectively, we are creating small manageable tasks that we can complete. Often by completing these small manageable goals we are working on a larger project or goal.

You can create goals for your child by given them 2-3 tasks to complete depending on their age. Assigning a rewards system to the goals is also an effective way to help motivate them to complete.

Tip #10: Sleep

Sleep is vital for children's health and wellbeing. We know when a child is well rested, they can be more productive throughout the day.

A great way to ensure your child is getting enough sleep is to say on a routine and keep their bedtime and wake up time the same throughout the week.



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