



TIME MANAGEMENT

How long will it take, how much can I do, and when does it need to be done?

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How long will it take?

When does it need to be done?

How much can I do?

I take the garbage out to the street the night before the garbage truck comes.

I put away my laundry on Wednesdays when it is washed.

I study for my test a little bit each night the week before my test.

I set aside two hours to write my report.

I go to bed at eight o'clock at night and get up at seven o'clock in the morning.

I leave 15 minutes before the movie starts so I will be on time.

I eat breakfast in the morning.

I start making dinner at 5 o'clock so we can eat dinner at 6 o'clock.

I make sure I start picking up my toys at 4:30 so I can get it done before I need to leave for swimming lessons.

I tell my coach I can bring cookies to the next game because I know I will have enough time since it is a school holiday.

I decided not to take dance lessons because I already have two evening activities.

I really want to finish my book, but I better get my chores done first so I don't have too much to do.

I don't play my video game on a school night so I will have enough time to get my work done.

I know it takes me 30 minutes to get ready for school in the morning.

I make sure I am ready to go to Scouts before dinner starts so I have enough time to eat.

I say my prayers first thing in the morning.

Schedule Grid

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
5 am							
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							
10 pm							
11 pm							
12 am							
1 am							
2 am							
3 am							
4 am							

Time Management Quotes

"Better three hours too soon, than one minute too late."

- William Shakespeare

"Time is what we want most, but what we use worst."

- William Penn

"Time = life; therefore, waste your time and waste your life, or master your time and master your life."

- Alan Lakein

"The key is in not spending time, but in investing it."

- Stephen R. Covey

"Determine never to be idle. No person will have occasion to complain of the want of time who never loses any. It is wonderful how much can be done if we are always doing."

- Thomas Jefferson

"Dost thou love life? Then do not squander time, for that is the stuff life is made of."

- Benjamin Franklin

"It's not enough to be busy, so are the ants. The question is, what are we busy about?"

- Henry David Thoreau

"One cannot manage too many affairs: like pumpkins in the water, one pops up while you try to hold down the other."

- Chinese Proverb

"Don't say you don't have enough time. You have exactly the same number of hours per day that were given to Helen Keller, Pasteur, Michelangelo, Mother Teresa, Leonardo da Vinci, Thomas Jefferson, and Albert Einstein."

- H. Jackson Brown

Scriptures for Time Management

- **Ephesians 5:15-17** - See then that ye walk circumspectly, not as fools, but as wise, Redeeming the time, because the days are evil. Wherefore be ye not unwise, but understanding what the will of the Lord [is].
- **Psalms 90:12** - So teach [us] to number our days, that we may apply [our] hearts unto wisdom.
- **Colossians 4:5** - Walk in wisdom toward them that are without, redeeming the time.
- **Ecclesiastes 3:8** - A time to love, and a time to hate; a time of war, and a time of peace.
- **Luke 14:28** - For which of you, intending to build a tower, sitteth not down first, and counteth the cost, whether he have [sufficient] to finish [it]?
- **Matthew 6:33** - But seek ye first the kingdom of God, and his righteousness; and all these things shall be added unto you.
- **James 4:13-17** - Go to now, ye that say, To day or to morrow we will go into such a city, and continue there a year, and buy and sell, and get gain: Whereas ye know not what [shall be] on the morrow. For what [is] your life? It is even a vapour, that appeareth for a little time, and then vanisheth away. For that ye [ought] to say, If the Lord will, we shall live, and do this, or that. But now ye rejoice in your boastings: all such rejoicing is evil. Therefore to him that knoweth to do good, and doeth [it] not, to him it is sin.
- **Proverbs 16:9** - A man's heart deviseth his way: but the LORD directeth his steps.
- **John 9:4** - I must work the works of him that sent me, while it is day: the night cometh, when no man can work.
- **Matthew 25:1-46** - Then shall the kingdom of heaven be likened unto ten virgins, which took their lamps, and went forth to meet the bridegroom....

Hymn Study Routine

Complete the following hymn study routine for

“I Have Work Enough To Do, Ere The Sun Goes Down”

(This hymn is public domain. Simply Google the title for music and words. A link to a pdf copy is on the blog under Habits of Learning, links for Time Management)

1. Copy the words to the hymn in your best handwriting. Write each verse on its own stanza.
2. Google the hymn title and read about the history of the hymn. Write/narrate a short summary of the history.
3. Sing all the verses of the hymn.
4. If you play an instrument, learn to play the hymn.
5. Talk about what this hymn teaches you about time management.

Time Management Poetry

Punctuality

(Lewis Carroll)

Man naturally loves delay,
And to procrastinate;
Business put off from day to day
Is always done too late,

Let every hour be in its place
Firm fixed, nor loosely shift,
And well enjoy the vacant space,
As though a birthday gift.

And when the hour arrives, be there,
Where'er that "there" may be;
Uncleanly hands or ruffled hair
Let no one ever see.

If dinner at "half-past" be placed,
At "half-past" then be dressed.
If at a "quarter-past" make haste
To be down with the rest.

Better to be before your time,
Than e'er to be behind;
To ope the door while strikes the chime,
That shows a punctual mind.

Moral:

Let punctuality and care
Seize every fitting hour
So Shalt thou cull a floweret fair
E'En from fading flower.