

Teen Time Management

This playbook provides a structured approach to teaching teenagers effective time management skills. It focuses on establishing priorities, effectively scheduling tasks, and minimizing procrastination to aid in their personal and academic growth.

Step 1: **Assessment**

Start by assessing the teenager's current time management skills and challenges. Engage in a dialogue to understand their usual routines, typical tasks, and perceived obstacles.

Step 2: **Goal Setting**

Work together to set realistic and clear goals for what they would like to achieve with their time management. Ensure these goals are specific, measurable, attainable, relevant, and time-bound (SMART).

Step 3: **Prioritizing**

Teach the teenager how to prioritize tasks by importance and urgency. Introduce them to the Eisenhower Box or other prioritization tools to help distinguish between tasks that require immediate attention and those that can be scheduled for later.

Step 4: **Planning**

Help them plan their daily, weekly, and monthly schedules. Demonstrate how to use a planner or digital calendar and how to break larger tasks into smaller, more manageable steps.

Step 5: **Time Blocking**

Introduce the concept of time blocking to allocate specific periods in the day for different types of activities or tasks, allowing for more focused and dedicated time for important or challenging tasks.

Step 6: **Avoiding Procrastination**

Discuss common triggers of procrastination and strategies to overcome them, such as the Pomodoro Technique, changing the environment, or establishing a routine.

Step 7: **Review**

Regularly review the teenager's progress with them. Analyze what is working well and what could be improved. Adjust goals and techniques as necessary.

General Notes

Flexibility

Encourage flexibility within the time management plan to account for unexpected events or changes in the teenager's life.

Positive Reinforcement

Use positive reinforcement to motivate and encourage the teenager as they make progress in their time management skills.