**Time Management is:**

**6 Benefits of Time Management:**

Why do you think most athletes make better grades in school when their sport is in season?

**Setting Goals:**

 Short-term goals:

 Long-term goals:

**Time Management:**

Time management summary-

 Important time management tools-

**Complete Your Time Management Summary:**

Morning 6a-7:30a

Afternoon 2:40p-6:00p

Evening 6:00p-11:00p

**Effective Time Management Plan:**

**GOAL SETTING: Create a personal goal chart for the next 3 years. Follow the rubric for information to include.**

|  |  |  |
| --- | --- | --- |
| **Items Evaluated** |  **Points Possible****Superior Excll Good Fair Poor** | **Points****Allocated** |
| 1. Includes long-term goal |  10 8 6 4 2 |  |
| 2. Immediate short-term goals include: a. Career choice b. General course plan for remaining high school years c. Work experience plan – paid or volunteer |  5 4 3 2 1 10 8 6 4 2 10 8 6 4 2 |  |
| 3. Short-term college goals include: a. First, second and third choice colleges b. Grades and courses needed for admission to first choice school c. Financial plan |  5 4 3 2 1 10 8 6 4 2 10 8 6 4 2 |  |
| 4. Included other personal goals for life success |  10 8 6 4 2 |  |
| 5. Goals are stated in a positive manner |  10 8 6 4 2 |  |
| 6. Goals include a time limit when applicable |  10 8 6 4 2 |  |
| 7. Chart neatly done, grammar and spelling correct |  10 8 6 4 2 |  |
| **TOTAL POINTS** |  **100 80 60 40 20**  |  |