**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** |  |