

Name _____ Date _____

Class/Teacher _____

Staying on Track

Hi! I'm SN Ellen, your kid reporter extraordinaire. Juggling school, family stuff, and my reporting activities can be tough. Like you, I have to stay on track by managing my time. Here's how to do it:

- Note how you spend your time. Write down everything you do each day, hour by hour. This will help you manage your time.
- Create a to-do list. Write down all the things you have to get done in a single day, in order of importance. As you complete each task, cross it off the list.
- Tackle your most difficult assignments first. Studying and doing homework will likely take up most of your time. Take short 5-minute breaks after every 20 minutes of work.
- Study in a quiet, well-lit place. The more distracted you are, the longer it will take you to finish.
- Make sure you have everything you need to complete your homework or projects. Keep all your supplies in one easy-to-get-to place.
- Deciding what is most important in your life can be hard. For help, talk to your teachers, parents, or caregivers.

