

8 Steps for Managing Time

- 1 Develop Your Mission in Life:** In his book, the *Seven Habits of Highly Effective People*, Stephen Covey states that in order to manage your time, you must first manage your life. To do this, decide what you believe in and what you want out of life. In other words, if you died today, what would you want your family and friends to say about you? What would they say about how you treated other people? Or how you acted? Your next step is to decide what is most important to you. Covey calls this your mission statement.
- 2 Determine Your Roles:** When deciding what is most important, start with the many roles you play in your life. First, you are your own person. You are also a son or daughter grandson or granddaughter, student and friend. You might be a brother or sister, boyfriend or girlfriend, teammate and employee.
- 3 Develop Your Relationships:** We plan and prepare to build our relationships with family, friends, teachers, classmates, teammates, and co-workers. This includes being caring, thoughtful and respectful of our parents, sisters and brothers, friends and others we know and see on a daily basis.
- 4 Define Your Responsibilities:** In each of your roles, you have responsibilities for how you act. You also have responsibility for how you treat others and what you do for others. It is important to define your responsibilities in each role.
- 5 Determine Your Priorities:** Your priorities determine how you spend your time. You can begin to manage your time based on your mission in life and your responsibilities in each of your roles. By staying true to your mission statement and your roles and responsibilities, you will manage your time more effectively.
- 6 Set Your Goals:** In this step, you will set goals to make your life what you want it to be. Look at your mission statement, your roles, responsibilities and priorities. Now, set your goals.
- 7 Make and Follow Your Schedule** To manage time, Covey says we must put our energy into planning and preparation. To make a schedule, you first need to give yourself time for planning and preparing. Here are the kinds of things you will build into your schedule:
 - Keeping your things clean, organized and put away
 - Making time for chores and homework
 - Spending time with family and friends for fun activities
 - Making time to thank people and to help others
 - Making time to be a good student or employee
- 8 Review Your Progress:** To be successful, you need to look at your progress each week. Pat yourself on the back for things you did well. Change the things that did not go well. Plan your schedule so that you will be successful in all your roles.

My Mission Statement

If you spend time doing this:

planning
organizing
preparing
building relationships



You will not have to spend time doing this:

fighting with your parents
looking for things in your messy bedroom
trying to improve your grades
looking for a new job because you were fired

The first step to good time management is to write a mission statement. Use the following example to write a simple mission statement.

*"My mission is to love and respect myself, my family, and friends;
to do my best at home and school; to learn new things each day;
to leave the world a better place for others around me."*

On the space below, either draw or find a picture that will remind you of your mission statement.