Time management worksheet for 6th graders

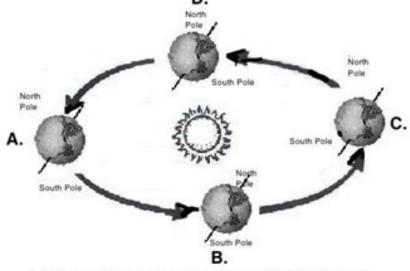
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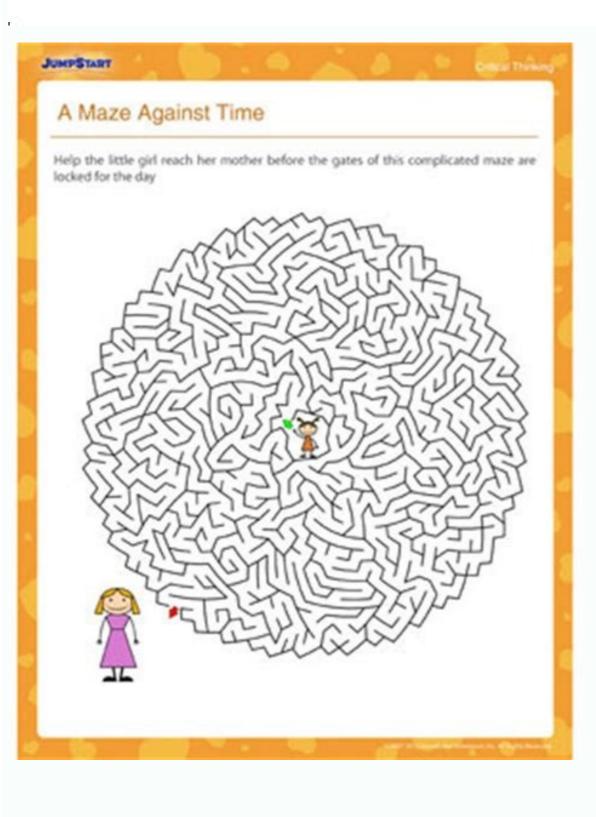
This diagram shows Earth orbiting the Sun.



Use the diagram above to answer questions 1-9.

- 1. At position A which hemisphere would have summer? a. the Northern Hemisphere b. the Southern Hemisphere
- 2. At position A which hemisphere would have winter?
- a. the Northern Hemisphere b. the Southern Hemisphere
- 3. At position C which hemisphere would have summer? b. the Southern Hemisphere a. the Northern Hemisphere
- b. the Southern Hemisphere
- 5. At position B in the Northern Hemisphere it would be
- a. summer b. spring d. winter d. fall
- 6. At position **D** in the Northern Hemisphere it would be d. fall a. summer b. spring d. winter
- 7, When Earth is in position A which pole would have daylight for 24 hours? b. the South Pole a. the North Pole

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Time management worksheet answer key.

SlideShare uses cookies to improve functionality and performance, and to provide you with relevant advertising. If you continue browsing the site, you agree to the use of cookies on this website. See our User Agreement and Privacy Policy. If you continue browsing the site, you agree to the use of cookies on this website. See our Privacy Policy and User Agreement for details. The Time Management Worksheet helps students consider how they will allocate their time for a particular semester/trimester/guarter. Students should estimate hours spent in a 7-day week across the following four categories: School The Time Management Worksheet works best when students know the homework load expectations for all of their classes. If this information is not already available to students, we recommend asking every department to complete the worksheet titled "Maximum Homework Estimates" (page 3 of this document). On it, departments can list all classes offered along with the maximum amount of nightly homework students can expect. Page 4 offers an example. Extracurriculars This section allows students to capture the structured activities they do outside of school such as sports, theatre, debate, paid work, community service, religious school, outside tutoring, etc. Students should not feel obligated to add an activity to every available line. Unstructured Time This section offers a place to list daily activities such as eating, grooming, and chores, as well as time spent outside of school in the following three categories: Playtime, Downtime, and Family Time. Sleep According to experts, to lead healthy, balanced lives, high school students need 8-10 hours of sleep on most nights, students need 9-11 hours. We have pre-populated this worksheet with 9 hours per night, and middle school students need 9-11 hours. We have pre-populated this worksheet with 9 hours per night. If a student's school students need 9-11 hours of sleep on most nights, and middle school students need 9-11 hours. Save time and discover engaging curriculum for your classroom. Reviewed and rated by trusted, credentialed teachers. Try It Free There might be affiliate links on this page, which means we get a small commission of anything you buy. As an Amazon Associate we earn from qualifying purchases. Please do your own research before making any online purchase. Do you find yourself constantly rushing to get important tasks done at the last minute? Have you ever missed important events? At work, you probably find it a challenge to keep on top of all the tasks you need to finish. Your productivity may have taken a nosedive, and you're not the only one who has noticed. If you're a student, you might be having difficulties meeting the demands of academic performance. At home, you are probably faced with a seemingly endless parade of chores, and no longer have quality time for your family and yourself. If any of the above scenarios resonate with you, it could be that you need some help management skills? Then watch this free video about the 9 productivity habits you can build at work.) How Can I Effectively Manage My Time? Effective time management requires two things: planning and organizing. Time management involves a three-step process: Step 1: Assessing how you currently use your time. Step 2: Creating a schedule. Step 3: Following the schedule. Step 3: Following the schedule. Step 3: Following the schedule. that you identify which activities are flexible and which are fixed. For instance, work hours are usually set to eight hours each day, so that's a fixed schedule-making. For example, if you just write "do chores" for Saturday morning, that could mean anything from a few minutes spent washing the dishes to half a day's work of organizing the hallway closet. Estimate the time you need for the activity and block that time out in your timetable. In addition, you can use some time-management tools and techniques to become more organized. The Pomodoro Technique helps increase your productivity. Meanwhile, the Pareto Principle teaches you how to get maximum results in the least amount of time. Finally, the Eisenhower Matrix helps you identify which activities are urgent and important so you can act on them appropriately. Applying all these strategies can help you manage your time more effectively. To get you started on the habit of managing your time well, we have listed 11 time management worksheet examples. These worksheets are all downloadable and printable, free of charge. Let's check them out. 11 Time Management Worksheet Examples 1. Daily Time Management Log Download the PDF Are you hard-pressed to finish several daily tasks and not sure where to start? Our time management log can help keep you from becoming overwhelmed by everything you need to accomplish. This template features a section for specifying your top three goals. A column in the template lets you tag an activity's level of importance (0 = Not Important to 3 = Urgent!). Most importantly, through colored dots, this log allows you to track how productive you are by identifying your energy level while doing an activity. You can indicate whether you're very energized (green), moderately energized (vellow), or low on energy (blue) while doing any of the activities you've logged for the day into the template. 2. Weekly Time Management Log Download the PDF Looking for an appropriate time management log for all your weekly activities? We designed this template just for that purpose. Near the header is space for writing your top three goals of the week. An eight-column table offers enough space to record your schedule for the week and plot out how to manage your time well. You can use colored highlighters to highlighters to highlight specific activities and indicate your energy level while doing this activity. As a suggestion, green can mean highly energized and very productive; orange can represent moderately energized and moderately oroductive; and blue can mean low energy or did nothing. 3. Time Manager via Humboldt State University College life can be hectic, especially when it comes to your schedule. It takes some strategic planning to stay on top of everything. That's why it's essential to find the right time-management tool. A time manager like this one ensures that students don't miss classes and important events. It also helps keep track of priority tasks. This worksheet features a time block with one-hour intervals for the weekdays. There isn't any time blocking for the weekend schedule, which is meant to encourage students to take time off from academic work and focus more on self-care. 4. Time Tracking Worksheet This worksheet helps you track your activities. It features a column for the estimated duration of your task, and another column for recording the frequency of the activity, which is useful for tracking your weekly schedule. Finally, there is a column for identifying whether the task is important or mot. This way, you can pinpoint which of your activities are significant or merely time sinks. 5. Where Does My Time Go? Need support for your new time-management habit? This worksheet applies several strategies and principles for effectively managing your time. The worksheet has 30-minute intervals to keep track of the precise time you spend on every activity. It also has an Eisenhower Matrix to help you identify if a task is your highest priority or if it can be done later in the day. (Check out this post for an in-depth discussion and helpful tips on how to effectively use the Eisenhower Matrix.) With this template, you also have the opportunity to reflect on how your schedule for the day went. The template has space where you can write initial plans for the following day. 6. Weekly Time Management Tracker This time tracker has been designed to work with your schedule. Once printed out, it gives you a clear view of your time. To maximize this tracker's potential to help manage your time better, you can use categories to track how you spend your day. Examples of categories include: Self-care activities (massage, meditation, etc.) Work-related activities (including meetings, special assignments, etc.) Health and fitness activities (massage, meditation, etc.) Work-related activities (including meetings, special assignments, etc.) Health and fitness activities (massage, meditation, etc.) The self-care activities (massage, meditat This time-blocking worksheet helps keep the stress at bay when you need to get a lot of things done. Although effective time management is a serious matter, we can still infuse it with fun elements. One way to do this is by using colorful pens when filling in your timetable. Moreover, stickers and printables can add visual interest and give you an amusing way of categorizing and tracking your schedules. 8. Bullet Journal Time Tracker Printable This time tracker serves you well as a daily or weekly time log. The heart at the beginning of each line represents the category of activity. Space for the color code "key" is also provided at the top right part of the tracker page to help you navigate this worksheet. There is also a space where you can write down notes, reminders, and other information you want to keep a record of about your day. 9. 31-Day Time Tracker This time tracker lets you track how you spend your 24 hours every day for 31 days. You can use a color-coded system to identify the activities that you do throughout the day. Mildliners and Stabilo highlighters work well for this type of time tracker. 10. Your Time Buttoned Up This worksheet has a time-blocking feature with 30-minute intervals. The template lets you track your schedule for the whole week, from 7 am to 2 am. However, the standout feature here is color-coded dots that correspond to how productive; orange is moderately productive; and red is wasted time (perhaps it's time to admit that Facebook addiction and kick the habit). 11. Daily Time Log Logging all of your activities trains your mind to consider time a valuable commodity. It encourages you to engage in activities that are of value to you. The advantage of having a tracker like this is that, over a certain period, you will be able to see a pattern of how you use your time. Is it for something that enriches you? Or do you spend a huge chunk of the day on time-sink activities like excessive social media use? With this information, you can adjust your priorities and manage your time more effectively. Final Thoughts There you have it—time management worksheet examples to inspire you as you work your way toward improved productivity and better health and well-being. When you use a time-management tool such as the worksheets featured today. avoid dwelling on the things you fail to achieve. You always have the option of rescheduling them. Instead, focus on celebrating the Pomodoro Technique, check out our favorite time blocking templates here. And if you need more guidance, check out these SMART goals examples for time management. Remember to take a break after accomplishing important activities. Allow yourself to decompress. Always take your health and well-being into consideration when implementing time-management strategies for productivity. Make sure that you do not sacrifice sleep in an effort to get things done. Here's to a more organized and productive year! Finally, if you want to level up your productivity and time management skills, then watch this free video about the 9 productivity habits you can build at work.

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