

## Time Management

Help your student work smarter not harder

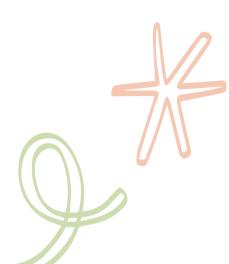


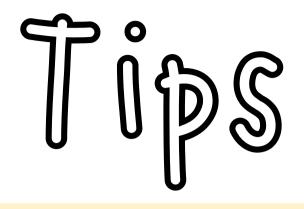
## Time management shappy house

Time management is important because it leads to improved efficiency and productivity. It helps you prioritize tasks. Balancing high school allows time management to play a crucial part because it gives students a clear overview of goals and expectations and can help them stay focused.

## Poor time management =stress & headaches

The more time students spend figuring out what to do, the more stressed and overwhelmed they feel. By not understanding how to manage time wisely, creates lack of motivatation, reduced productivity and failure to set priorities.







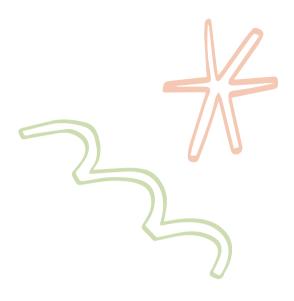
**Clean Desk Policy** 















WEEK OF:		
MONDAY		
TUESDAY		
WEDNESDAY		
THIIRSDAY		