

Wait...is it really
10:00?

Business



It's Sunday night at 10: 00, and you are lying in bed about to fall asleep, and then you realize that you had homework this weekend, so as you should you get out of bed frantically and start your homework.

You are so worried because it is now 12: 30 in the morning and you are still not done, your homework isn't done to the best of our ability, but you don't care and turn it in anyways. We have all had that time, I have, you have, our parents have, our siblings have, we all have. I am a Freshman this year and trying to balance school, a social life, extracurricular activities, and life on top of that. It's hard, but that is why you should always know how much you can balance. You need to make sure that you manage your time wisely and get things done when they have to be done.

I am writing this article for you, so you can learn how to balance everything. The first step to knowing how to balance your busy schedules is make a schedule. Make a schedule of everything you know you have to do for that week. Have it with you everywhere you go, so you know right then and there if you can do anything or not. Make sure your schedule includes enough time for homework to get done, especially over the weekend.

Don't leave it all to be done on Sunday night at 10: 00, do some Friday and then a little more Saturday, so by the time Sunday rolls around you have little to no homework to be doing while everyone else is so worried that they are not going to get their work done. Planning out your time and how much of it you have is a really important part in balancing your time. The second step to knowing how to balance your busy schedules is to manage yourself.

Look at the things that are important to you in life and dedicate your time to these. Forget about everything else.

There is no need to rush, you can make the changes at your own speed. It is best to move slowly at the beginning because bug changes may come. You also may not succeed the first time, so if you start with little bits it is better for you all around. If you can manage yourself then you can start managing the rest of your life. The third step to managing your busy schedules is to avoid distractions. If you are someone like me, then you get distracted very easily from different little things. Remove yourself from any situation that can take away your focus.

This also goes for electronics, if you are trying to do your homework with an iPad, a phone, or any type of device that can affect your focus get rid of it, Put it out of sight, so you can't get distracted by it. Distractions are the number one reason for delayed work. If you can't focus then you won't get your work done. The fourth and final step to managing your schedule is to be organized. Being organized can help take away the time spent looking for your school work or papers and it can help you stay on track while working. If you know you are organized, then you shouldn't have to worry about losing time looking for work that you either do or do not have.

If you use agendas, or notebooks to just write down what you have to do that day can save you time, instead of wandering around thinking of what you should be doing. stay organized and you should be able to shave a few minutes a day in wondering what you should be doing or when you do it. Time management is something that I think every high school student

struggles with. It doesn't matter if you are a freshman, sophomore, junior, or senior we all struggle with it and that is okay. If you use these four steps then I think you will be able to succeed a lot more than you did before.