



The Foundations Newsletter

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Time management

You survey your knapsack proudly. It's bursting at the seams, but you managed to fit in everything you need for your camping trip! Clothes, food, utensils. Bug spray, a deck of cards, binoculars. Hair gel, iPod, the new hardcover from your favorite author... "Wow!" says your friend, impressed. "And you got the tent in there too?" Tent? Uh oh... Time management is like packing for a trip. **Schedule in the essentials first**, and then see if you have room for that hardcover. If not, at least you'll know **you got the most important things in.**

Saying "no" is difficult. But if we don't say "no" to the unimportant things that creep into our lives, we will never have time to say "yes" to what's really significant. Teenagers today often have a never-ending list of things that they could be doing. However, by cultivating the discipline to plan ahead, prioritize, and put important things first, they will be forming habits that will last a lifetime. Help your teen with his or her time management with the tips below.

- **Encourage your teen to use his or her agenda.** An agenda is an excellent time management tool that many people use throughout their lives. Encourage your teen to use one. If possible, trust your teen to use it without your direct supervision. Teenagers are often more willing to use an agenda if they know it's theirs and no one else will be looking at it.
- **Keep your teen informed.** If there are specific family events that your teen will be required to attend, make sure to give your teen lots of notice so he or she can plan them into his or her agenda.
- **Try to be understanding of your teen's schedule.** The older your teen is, the more likely it is that he or she is beginning to develop a life separate from yours. When planning vacations and other family events, be aware that there are conflicting demands on your teen's time and be willing to find solutions that work for everyone.

"A shaky child on a bicycle for the first time needs both support and freedom. The realization that this is what the child will always need can hit hard." –Sloan Wilson

