

High School Students Get Organized! Tip 1: Using A Master Schedule

In previous posts, we've looked at how time is one of the biggest issues facing high school students these days.

Today, we'll look at just one of the many ways that students can get their **time management issues** under wraps and **get organized** (which is a big step toward taking control of that next report card!) by using a master schedule.

A **Master Schedule** gives the big picture of daily activities and allows planning of daily activities at a glance. Master schedules can be anything from a chalkboard to a blank page.

Their purpose is to identify both **fixed activities**—those things that happened all the time: school, homework, chores, catching the bus, eating, jobs; as well as **variable activities**—those activities that don't occur all the time but still crop up: group assignments, extra-curricular activities, parties, extra credit projects, etc.

How To Create A Master Schedule:

1. Using our master schedule (download it here) fill in your daily fixed activities. This makes the free or variable time more easily recognizable.
2. Fill your school and work schedule
3. Highlight the free blocks of time (if any)
4. Schedule your variable activities using the highlighted areas

This Week's Tip of the Week

Use a master schedule! It's a great way to help teens to understand the "Big Picture" of their day-to-day life, responsibilities, and free time at a glance.

Stay Tuned: Next time we'll take a look at what to do if your fixed activities outnumber your variable activities.