Teen Time Management Steps

Estimate. Plan. Prioritize. Focus. Break. Buffer. Review. Adjust.

Name: _____ **Date:** _____

1. Safety sort

Crisis first. Prefer a safety plan.

2. Estimate time

Guess, then check real minutes.

3. Map the week

School, sleep, work, fun, rest.

4. Prioritize

Must / should / could today.

5. Protect focus

One block with phone parked.

6. Break tasks

Chunks with a first tiny step.

7. Buffer gaps

Pad transitions and travel.

8. Review slips

What slipped and why, kindly.

9. Log drains

Name digital drains. Adjust.

Plan + protect focus, not color-code forever

Time management is estimate, prioritize, focus, buffer, review.

Guess then check Calibration beats optimism.	I thought 20 min. It took 45.
Must / should / could Not everything is urgent.	Finish lab (must). Clean locker (should).
Focus + buffer Phone parked. Pad the gaps.	25 min block. 10 min walk between.

Not a cure for ADHD, a learning disability, depression or anxiety.

Safety: if you or someone else is in danger, stop and get help. US: 988 · HOME to 741741 · 911

Educational only. Not a diagnosis or treatment. Prefer a safety plan in crisis.

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My Time Management Plan

Today's musts. Focus block. Task chunks. Buffer. Review.

Name: _____ **Date:** _____

Today's top three (must / should / could)

MUST: _____

SHOULD: _____

COULD (only if time left): _____

Focus block (phone parked)

When: _____ Where: _____ Length: ____ minutes

Task for this block:

_____

If distracted, my reset is: _____

Break a big task + time estimate

Big task: _____

First tiny step (10 min or less):

_____

Guess minutes: ____ Real minutes after try: ____

Buffers and transitions

Travel / switch time I will pad today: ____ minutes

Sleep window goal (teens often need 8-10 h): _____

Person who can help me protect this plan: _____

End of day review (kind, specific)

What slipped: _____

Why (estimate off / drain / overload / other):

_____

Tomorrow's one adjust: _____

Crisis: 988 · HOME to 741741 · 911. Prefer a safety plan if unsafe.

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Teen Time Management Practice Log

Seven days. Focus blocks. Estimates. Partial wins count.

Name: _____ **Date:** _____

Day	Focus block done?	Guess vs real	Must finished?	Digital drain	Note
Mon					
Tue					
Wed					
Thu					
Fri					
Sat					
Sun					

Teen mini card (cut out and keep)

Estimate · Prioritize · Focus block · Break task · Buffer · Review

Must / should / could. Phone parked. Guess then check real minutes.

Not a cure for ADHD, LD, depression or anxiety. Not a perfect planner.

If unsafe: stop and get help. US: 988 · HOME to 741741 · 911

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