



**ASCENT  
ADVANTAGE  
ACADEMY**  
A DBA OF BEEHIVE LDS SCHOOLING, LLC

**ASPIRE HIGHER**

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**Subject: ENGLISH**  
**Level: Online 2-3**  
**Lesson: Study Skills No. 2**



**Time Management**

**From Covey's 7 Habits We Learn: Put First Things First; Work, then Play.**

**Write below your "First Things,"  
those things which are of the most importance to you.**

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**Now, put those MOST IMPORTANT THINGS on a WEEKLY GRID.**

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| Sunday    |  |
| Monday    |  |
| Tuesday   |  |
| Wednesday |  |
| Thursday  |  |
| Friday    |  |
| Saturday  |  |

**Now, Put your MOST IMPORTANT THINGS on a DAILY / Hourly GRID.**

| Day/Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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**The Next Step is to copy your MOST IMPORTANT THINGS to a Full Seven Day - Hourly Grid as given below and on the next six pages.**

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**Now, you are ready to start managing your study time for the next few days.**

First, as you receive them, record your assignments in your assignment notebook.

Second, at the end of each school day, transfer those assignments to your Time Management Planner in the following manner.

A – Record in your Time Management Planner when each assignment is due.

B – Work backwards from then to the present.

- Look at each individual assignment.
- Determine the steps you will have to complete the assignment.
- Put those steps on the Time Management Planner.

For example:

Suppose that you are given an assignment to know certain spelling rules and their examples one week from today. You will be tested on them.

Sunday, you do NOT study, so that day is blocked out for study time.

The steps you will have could be:

- 1 – We will suppose that you have three rules to learn – and their examples.
- 2 – You decide to divide it up into three, 2 part segments.

Today you decide to card and learn Rule 1

Tomorrow you plan to review Rule 1 and learn the examples for it.

Day 3, you plan to card and learn Rule 2, and rule Rule 1 & its words.

Day 4, you plan to review Rule 2 and learn the words for Rule 2.

On the fifth day, you plan to rule all so far and learn Rule 3.

On the sixth day you plan to review and to learn the words for Rule 3.

This is an example of charting out your steps to accomplish an assignment.

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**What follows are 4 Weekly Grids 2 Weekly Grids by the Hours and 28 DAILY Time Management Grids. Practice using these to record your assignment due dates and the steps you plan to take to accomplish them.**

**When you have finished a particular assignment, or step to finishing an assignment, check it off.**

**MANAGEMENT HINT:**

**Use different colored pencils or pens for each subject. That way it is easy to follow what is due in a particular class.**

**Don't leave your life to chance. Be Proactive. Plan Ahead and do First Things First.**

**WEEK # 1**

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**NOTES:**

**Now, Put your MOST IMPORTANT THINGS on a DAILY / Hourly GRID.**

| Day/Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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**WEEK # 2**

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**NOTES:**

**Now, Put your MOST IMPORTANT THINGS on a DAILY / Hourly GRID.**

| Day/Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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**WEEK # 3**

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**NOTES:**

**Now, Put your MOST IMPORTANT THINGS on a DAILY / Hourly GRID.**

| Day/Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
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**WEEK # 4**

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| Sunday    |  |
| Monday    |  |
| Tuesday   |  |
| Wednesday |  |
| Thursday  |  |
| Friday    |  |
| Saturday  |  |

**NOTES:**

**Now, Put your MOST IMPORTANT THINGS on a DAILY / Hourly GRID.**

| Day/Time | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 5:00     |        |        |         |           |          |        |          |
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**How did your Time Management Adventure go?**

Did it help you to accomplish your school work in a more efficient manner?

Were you able to accomplish more?

Did you learn your lessons better?

Did you find that you felt you were spending too much time in one or more areas of your life?

If so, did you make an adjustment?

What was the result?

As you worked on this, the fourth of your "Journals", did you also keep up with the others?

Assignment Notebook? \_\_\_\_\_

The 5 Habits Journal? \_\_\_\_\_

The Carding, Reading Club, Exercise Journal? \_\_\_\_\_

**When you have finished your first four weeks with your planning journal,  
turn it in and apply for your Certificate of Achievement.**