



THIS MONTH'S ESSENTIAL SKILL:

TIME MANAGEMENT & ORGANIZATION



KID FRIENDLY DESCRIPTION

I can plan my time, keep track of what I need, and finish important things on time.

WHY THIS SKILL MATTERS

Time management and organization help us remember our responsibilities, be prepared, and use our time wisely.

WHAT IT LOOKS LIKE.....

IN K-3

- I can follow a simple routine.
- I can put things where they belong.
- I can finish one task before moving onto another.
- I can get ready for school or activities with a few reminders.

IN 4TH-6TH GRADE

- I can decide what needs to be done first.
- I can plan enough time to complete my responsibilities.
- I can keep my schoolwork, supplies, and belongings organized.
- I can use reminders, lists, or routines to help me stay on track.



FIVE-MINUTE FAMILY ACTIVITY



Pick a daily routine to plan together:

- Getting ready for school.
- Completing homework.
- Getting ready for bed.

List three steps in order.

Example for School:

- Get dressed.
- Eat breakfast.
- Grab shoes and a backpack.

Ask: What happens first? What can we prep now? What might we forget?



REAL-LIFE PRACTICE CHALLENGE



Get Ready Ahead of Time!



Pick one item for tomorrow and prep it before bed:

- Pack your backpack
- Pick out clothes
- Find your shoes
- Gather activity supplies
- Set items by the door

Plan ahead, keep it simple, and put everything in its place.





FOR PARENTS & GUARDIANS



WHY THIS SKILL MATTERS

Time management and organization help children learn how to plan, prioritize, and take care of their responsibilities. When children learn to manage their time and belongings, they can become more independent and prepared.

PARENT COACHING PHRASE

"What needs to be done first, and what can you do next?"

REFLECTION QUESTIONS

"What did you do today that helped you stay organized or use your time well?"



GROWTH INDICATORS

You may see your child growing in time management and organization when they:

- Follow routines with fewer reminders.
- Keep important belongings in their place.
- Remember what they need.
- Complete tasks before moving on.
- Decide which task needs to be done first.
- Prepare ahead for upcoming activities.
- Use a checklist, calendar, or reminder when needed.
- Finish tasks with less rushing at the last minute.

CELEBRATION OR ENCOURAGEMENT PROMPT

"You made a plan and got yourself ready. That shows great organization!"



SCHOOL CONNECTION

At school, routines, materials, and deadlines build time management. Practicing these habits at home helps children become independent, responsible learners.

