



# Conewago Valley School District Counselors' Corner

October 2017

Time Management/Organization

## Time Management/Organization

"The bad news is time flies. The good news is that you are the pilot."-- Michael Altahuler

## Time Management Tips for Students

### Teach your child to:

- Study at the same time each day so that it becomes a habit.
- Plan for weekly reviews of coursework.
- Set aside a place for studying with limited distractions.
- Use an assignment book/agenda for recording assignments and due dates.
- Use a calendar to schedule commitments.
- Make a Daily To-Do List.
- Set priorities and goals and monitor progress toward these.

## Organizational Tips for Students

### Teach your child to:

- Organize homework time by prioritizing time on tasks--start with assignment that is not too long or too difficult, but avoid saving the longest or hardest for last.
- Gather snacks and supplies in advance to avoid interruptions.
- Put away phone/other social media devices during work time.
- Keep materials organized by dividing them into binders or notebooks.
- Conduct a weekly cleanup by getting rid of old papers and extras.

Resources:

<http://www.chesterufsd.org/Intermediate>

<http://timeman.com/time-management-tips>

<https://www.topuniversities.com>

## Contact Information:

### Elementary:

Conewago Township Elementary

Lisa Miller, [millerlisa@cvcolonials.org](mailto:millerlisa@cvcolonials.org) 624-2157 ext 8009

Eric Bowden (CTE Long-term substitute '17-18), [bowdene@cvcolonials.org](mailto:bowdene@cvcolonials.org) 624-2157 ext. 8009

New Oxford Elementary

Roxann Hall, [hallr@cvcolonials.org](mailto:hallr@cvcolonials.org) 624-2157 ext 7009

### Conewago Valley Intermediate School

Becky Wildasin, [wildasib@cvcolonials.org](mailto:wildasib@cvcolonials.org) 624-2157 ext 4009

Abby Reichart, [reicharta@cvcolonials.org](mailto:reicharta@cvcolonials.org) 624-2157 ext 4010

### New Oxford Middle School

Laurie Miller [millerl@cvcolonials.org](mailto:millerl@cvcolonials.org) 624-2157 ext 3009

### New Oxford High School

Alexandra Heller [hellera@cvcolonials.org](mailto:hellera@cvcolonials.org) 624-2157 ext 2009

Joe Connolly [connollyj@cvcolonials.org](mailto:connollyj@cvcolonials.org) 624-2157 ext 2010

Mark Rodrigo [rodrigom@cvcolonials.org](mailto:rodrigom@cvcolonials.org) 624-2157 ext 2011