



# Telling time is important for time management.



## Digital Clock

*a clock or watch that shows the time using numbers, not a hand*

## Analog Clock

*a clock that represents time by the position of hands on a dial*

To manage your time well, you must understand how to tell time. There are two types of clocks that tell us the time. A clock or watch that shows the time using numbers, not a hand, is called a **digital clock**. A clock that represents time by the position of hands on a dial is called an **analog clock**. It can be easier to tell time with a digital clock. Digital clocks are everywhere, especially on our phones and computers.

Analog clocks can show something that digital clocks cannot; they show us that time moves. You can see time passing by as the hands move, especially with an analog clock that has a second hand.

Whichever clock you choose, it is important to understand how long it takes to finish certain tasks like washing the dishes or reading a book and plan your time accordingly.

**▽ Reading Digital Time**

**Directions:** Write the digital time on the clock.

4 o'clock

		:		
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6 o'clock

		:		
--	--	---	--	--

12 o'clock

		:		
--	--	---	--	--

8 o'clock

		:		
--	--	---	--	--

2 o'clock

		:		
--	--	---	--	--

three-thirty

		:		
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nine-thirty

		:		
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eleven-thirty

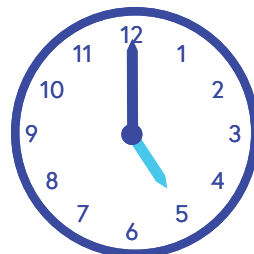
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## activity

### ▽▲ Reading Analog Time

**Directions:** Match the digital time to the analog time.





## ▽▲ How I Keep Track of Time

**Directions:** Make a plan for how you will keep track of time. Choose the answer that makes the most sense for you.

1. I will use a \_\_\_\_\_ clock to help me keep track of time.



digital



analog

2. I will keep track of time using a \_\_\_\_\_.



watch



phone



tablet

3. I will use a \_\_\_\_\_ alarm clock to help me wake up on my own in the morning.



digital



analog

4. I will make a schedule that uses \_\_\_\_\_ time.



digital



analog