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MEGANBEST

Plan Well

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ATTAINMENT'S

it's my life

Plan Well

MEGANBEST



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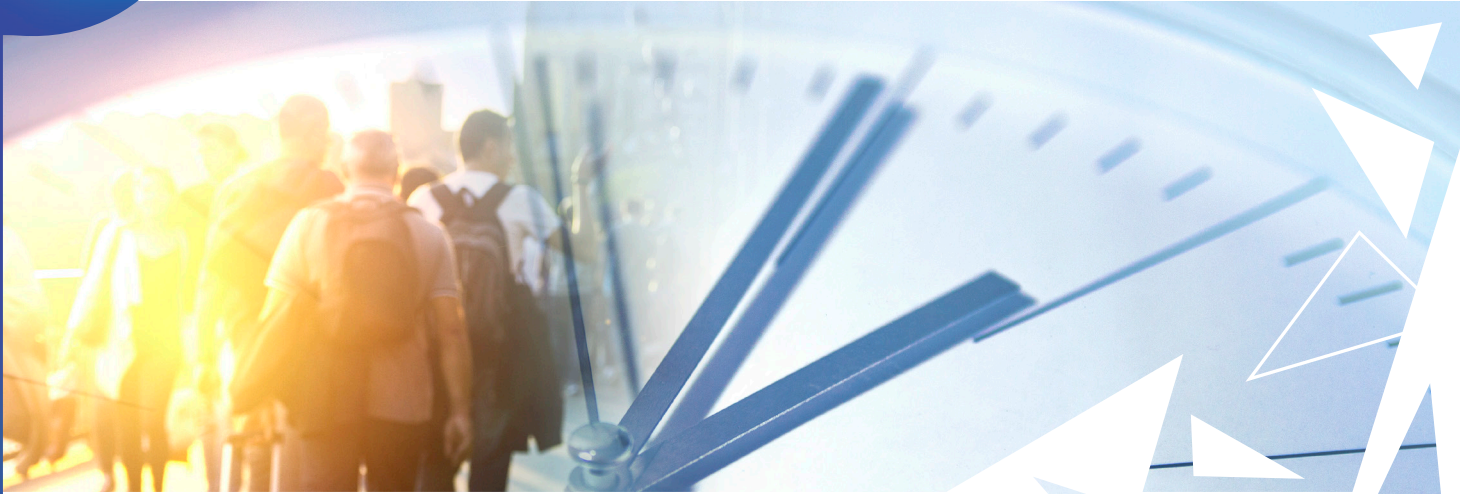
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Telling time is important for time management.



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

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

6 o'clock

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

12 o'clock

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

8 o'clock

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

2 o'clock

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

three-thirty

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

nine-thirty

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

eleven-thirty

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



▽ 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

We can use A.M. and P.M. to help us know if we are talking about daytime or nighttime.



A.M.



P.M.

A.M.

*the time period
before noon*

P.M.

*the time period
from midday to
midnight*

There are 24 hours in a day. On an analog clock, there are only 12 numbers. The same clock is used twice in 24 hours.

The 24 hours of the entire day are split into two sections.

There are 12 hours of daytime and 12 hours of nighttime.

The middle of the day is at 12:00 noon, and midnight is 12:00 in the morning. We can use the terms **A.M.** and

P.M. to help us know if we are talking about daytime or nighttime. If someone says 8:00 A.M., we know they are talking about the first section of the day before noon. If someone says 8:00 P.M., we know they mean the evening.

When you communicate plans or set appointments, be sure you know which time of day the activity will happen. If it is A.M., it will happen in the morning. If it is P.M., it will happen in the evening. It is especially important to be sure you use the correct A.M. or P.M. setting when you set an alarm clock. If you set your alarm clock for 8:00 P.M. instead of 8:00 A.M., your alarm would not go off in the morning, and you might be late to work or school!



▽▲ Understanding A.M. and P.M.

Directions: Decide if each activity happens in the morning (A.M.) or in the evening (P.M.). Circle the correct answer.



A.M. / P.M.
Eating breakfast



A.M. / P.M.
Taking a shower before
going to sleep at night



A.M. / P.M.
Watching a baseball game
on Friday evening



A.M. / P.M.
Watching TV



A.M. / P.M.
Swimming lesson every
Sunday morning



A.M. / P.M.
Playing video games
after dinner



A.M. / P.M.
Riding the bus
to work



A.M. / P.M.
Bike riding
after lunch



A.M. / P.M.
Sunrise



▼▲ Morning or Evening?

Directions: Decide if each activity happens in the morning (A.M.) or in the evening (P.M.). Match each activity to the time of day the activity will happen.


Going for a run before breakfast	
Playing cards after dinner	
Going to school	
Birds chirping at dawn	
Eating lunch	
Grabbing a cup of coffee before heading to work	
Doing a family pizza night	
Taking music lessons after work	
Playing tennis with a friend after work	
Eating breakfast	





▼▲ My Morning and Evening Activities

Directions: Read the times listed and write an activity you usually do during that time in the column next to it (e.g., sleeping, eating breakfast, going to work).

 Time	What do you do?
8:00 A.M.	
11:00 A.M.	
12:30 P.M.	
3:00 P.M.	
5:00 P.M.	
8:00 P.M.	
11:30 P.M.	



3

Time is measured in seconds, minutes, hours, days, weeks, months, and years.



Minute

*a measure of time
that is 60 seconds*

Hour

*a measure of time
that is 60 minutes*

Time is measured in seconds, **minutes**, **hours**, days, weeks, months, and years with clocks and calendars.

We measure and define what time of the day it is using clocks. A clock has 12 numbers written on it, from 1 to 12. It has an hour hand, a minute hand, and some clocks even have a second hand. There are 60 seconds in a minute. There are 60 minutes in an hour, and there are 24 hours in a day. We can measure the time of different activities using seconds, minutes, and hours. Activities that take a short amount of time, like waving goodbye to a friend, would be measured in seconds. Eating lunch can take a few minutes, and watching a movie could take 2 hours or more!



▽▲ How Long Does It Take?

Directions: Choose the appropriate time it takes to do each activity.



To clap your hands

☐ Seconds ☐ Minutes ☐ Hours



To toast a slice of bread

☐ Seconds ☐ Minutes ☐ Hours



To watch a baseball game

☐ Seconds ☐ Minutes ☐ Hours



To dance to a song

☐ Seconds ☐ Minutes ☐ Hours



To have your breakfast

☐ Seconds ☐ Minutes ☐ Hours



To blink your eyes

☐ Seconds ☐ Minutes ☐ Hours



To answer a phone call

☐ Seconds ☐ Minutes ☐ Hours



To read a book

☐ Seconds ☐ Minutes ☐ Hours



▽▲ Estimating Time

Directions: Choose the appropriate time it takes to do each activity.



To blend a fruit smoothie

- ☐ Less than an hour
- ☐ More than an hour



Graduation ceremony

- ☐ Less than an hour
- ☐ More than an hour



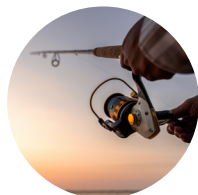
To write a novel

- ☐ Less than an hour
- ☐ More than an hour



To sing a song

- ☐ Less than an hour
- ☐ More than an hour



To fish

- ☐ Less than an hour
- ☐ More than an hour



To ride a bike

- ☐ Less than an hour
- ☐ More than an hour



To prepare a pizza

- ☐ Less than an hour
- ☐ More than an hour



To cook dinner

- ☐ Less than an hour
- ☐ More than an hour



▽▲ Seconds, Minutes, Hours

Directions: Choose the appropriate time it takes to do each activity.



To visit a theme park

☐ 5 seconds ☐ 20 minutes ☐ 4 hours



To drill five holes

☐ 8 seconds ☐ 1 minute ☐ 12 hours



To wash clothes

☐ 36 seconds ☐ 50 minutes ☐ 19 hours



To take a pill

☐ 10 seconds ☐ 6 minutes ☐ 1 hour



To ring a door bell

☐ 2 seconds ☐ 10 minutes ☐ 3 hours



To fill a water bottle

☐ 3 seconds ☐ 1 minute ☐ 1 hour



To blow dry your hair

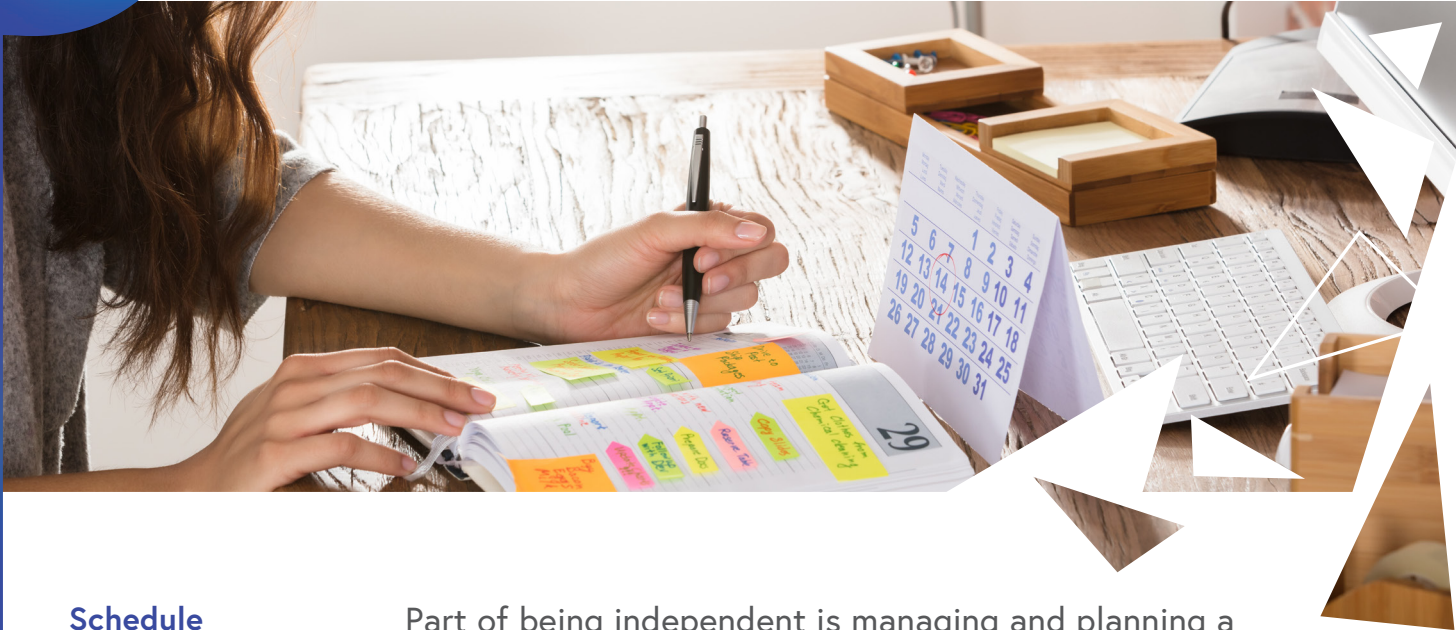
☐ 29 seconds ☐ 2 minutes ☐ 20 hours



To eat an ice cream

☐ 5 seconds ☐ 10 minutes ☐ 8 hours

Part of being independent is managing and planning a schedule.



Schedule

a plan of things that need to be done and the times they will be done

Balanced life







all aspects of your life: relationships, work, fitness, health, and emotional well-being

Part of being independent is managing and planning a **schedule**. To do that, you must know how long it takes to do each activity throughout the day. It is important to schedule enough time to complete each task and transition to the next one. Scheduling things, like breaks and time to eat, are also important. Sometimes people plan too many things for one day and do not have enough time to do it all. This can lead to stress, running late, or missing appointments. Other times, people might not plan enough activities and end up with too much free time. It takes practice to create a **balanced life**. Some days might be busy; other days might be slower with plenty of time for rest. It is up to you to decide what kind of schedule works for you.



▼▲ Planning Enough Time







Directions: Dana is making a schedule of all the things she needs to do before lunch. Read each activity and decide if she planned for enough time to complete the activity by marking yes or no.

Activity	Time	Yes	No
 Eat breakfast	45 seconds		
 Ride to the store	20 minutes		
 Buy groceries	60 seconds		
 Eat a snack	15 minutes		
 Put away the groceries	2 hours		
 Take out the trash	5 minutes		



▽▲ Keeping Track of Time

Directions: Joey is making a schedule of all the things he needs to do today. Read each activity and decide if he planned for enough time to complete the activity by marking yes or no.

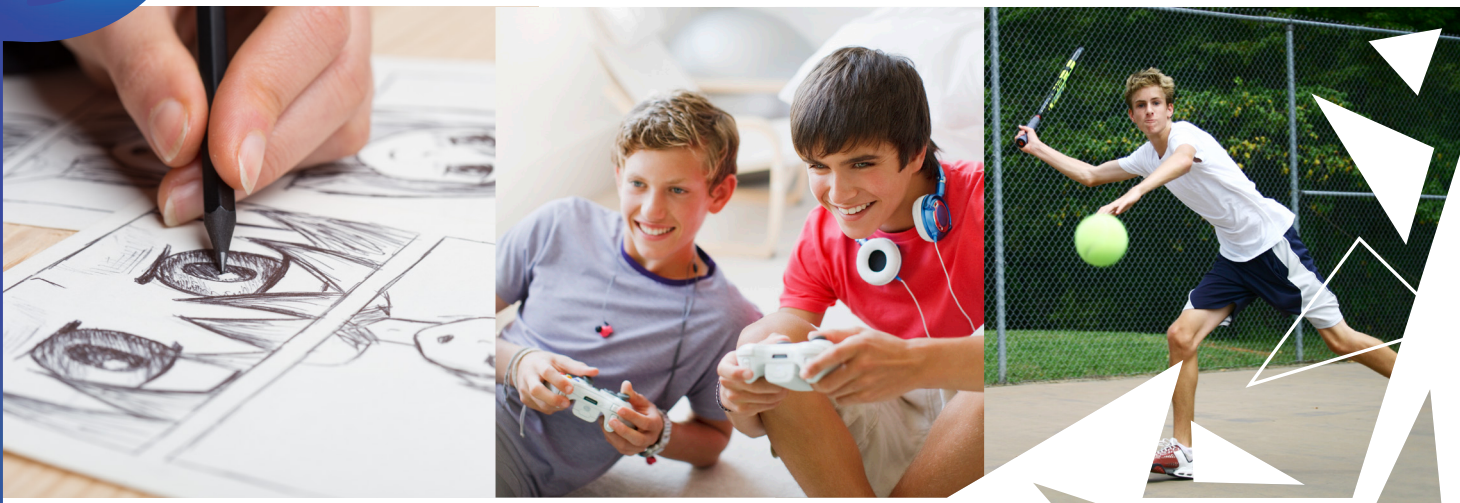
Activity	Time	Yes	No
 Eat lunch	55 seconds		
 Put shoes on	10 minutes		
 Clean the kitchen	60 seconds		
 Water the plants	15 minutes		
 Take a shower	3 hours		
 Walk the dog	5 minutes		



▽▲ How Long Will It Take?

Directions: Read the list of activities and give your best estimate of how long each activity will take you. Have a parent, teacher, or friend time you to see how long each activity takes.

Activity	My Estimate	Actual Time
 Clean out your backpack		
 Draw a picture		
 Eat lunch		
 Drink a glass of water		
 Listen to a song on the radio		



Responsibilities
*the things you are
expected to do*

Time management
*how you organize
and spend your
time*

These days people have so many **responsibilities**. It is easy to stay busy with school, work, and family time.

The time that you do not spend at school or work is called free time. It is important to have a plan for how you would like to use your free time, so you do not end up spending your time lying around and doing nothing.

This is called **time management**. You can use your free time to do something that is fun or that interests you. Many people choose hobbies they love, spend time with friends, or join sports teams or clubs. It is important to choose activities that are important to you so that you can do all the things you need to do and the things you enjoy doing, too. Managing your time helps you build good habits, avoid feeling overwhelmed by responsibilities, and find a balance in your life.



▽▲ Free Time Activities

Directions: Make a list of activities you like to do in your free time. Circle each activity that you like to do and write at least five activities on the list.



Activities I like to do in my free time:

1. _____
2. _____
3. _____
4. _____
5. _____



▼▲ Time My Free Time

Directions: Write each activity you selected from the previous worksheet. Estimate the time you need to do each activity.

Free Time Activity	Time it Takes



▽▲ Choose a Free Time Activity

Directions: Read the scenario and choose the free time activity you would like to do given the amount of time.

1. I just got home after work and have 30 minutes before dinner. I can use my free time to _____.



play video games



call a friend



go for a walk

2. It's the weekend! I have 4 hours of free time on Saturday morning. I can plan to _____.



go to the beach



go on a bike ride

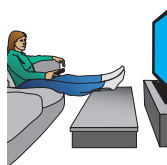


do an art project

3. Every Tuesday morning, I have 1 hour of free time. I can plan to _____.



do yoga



watch a show



practice a sport