

# Counselor's Corner



## Self-Study and Time Management

Big question: What can you do to get your homework done?

Dear BBS community,

In the month of March elementary school students stay away from school due to the quarantine, and have an option to continue their studying using the materials provided by the school. In order to make our students less frustrated and more independent we would like to share **self-study / time management tips**. We attach the description for multiple strategies in this document, so you can reinforce the skills at home.

*We encourage you to reinforce the strategies at home, so students can get more support with the independent studying.*

Kind regards,

Elementary School Counselors



### What is time management?

Learn about time management and what you can do to plan your day wisely.



Stay Focused!

### Quote of the month:



Don't stress- do your best!

# 1. Manage your time:

## What is Time Management?

Time Management is the thinking skill that helps you to:

- Make a good guess at how long it will take to do something.
- Complete tasks on time.
- Not waste your time.



For example, you use your Time Management skills when you get your homework done quickly so that you have a lot of time to go outside and play.

## What can YOU do?

If you have a hard time getting your homework, chores, and other activities done on time, or you find that you never have enough time to play with friends and relax after your work is done, you might need help improving your Time Management skills.

Here are some simple ideas that you can use to manage your time more efficiently:

- Stop, think, and figure out what's the most important thing to do and do it first.
- Before you start your homework, try to figure out how long each assignment will take.
- You can also use a visual timer to help you understand how much time is left to complete a task. Check the apps like [\*Children's Countdown\*](#) and [\*Time Timer\*](#).



**Practice estimating time to complete tasks**



**Make checklists and prioritize tasks**



**Keep a daily schedule posted**



**Use a visual timer during working sessions**

## 2. Stay focused:

**Organize your workplace.** Clean your desk and prepare materials for studying.

**Remove all the distractions.** Turn off your phone and go to a quiet space.

**Ask for help.** If you are confused, frustrated and don't understand a task, ask your parents, teachers or siblings to help you.

**Get enough sleep.** Don't forget to keep up with a healthy routine and go to bed on time.



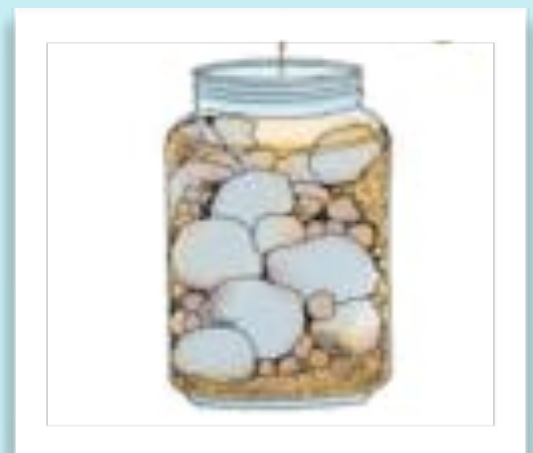
### ROCKS, PEBBLES AND WATER

The rocks and pebbles represent your duties. The **rocks** are their most essential tasks (like school, homework, and sleep) and the **pebbles** are your hobbies, after school activities, clubs. The **water** stands in for want-to-dos, like video games and hanging out with friends.

Let's use a jar to represent a day.

The rocks go in first because they are things you **have to do** whether you like it or not. Next come the pebbles. But there's still some room in the jar, so we pour water until your jar — and the day is full.

**Use this illustration to plan your day wisely, and stay focused on the Rocks- your duties!**



### HOW TO BEAT A BULLY?

Don't miss a chance to watch the play staged by Ms.Anab and grade 4B students!

Check the link: [watch now](#)

Discuss with your friends or parents:

- 1.What is bullying?
- 2.What can you do if you are bullied?
- 3.What is the difference between bullying and cyberbullying?

### 3. Plan your week:

Making a schedule and sticking to it is important.  
Part of that schedule should include free time.

WHAT NEEDS TO GET DONE THIS WEEK?

REMINDER!

WEEKLY SCHEDULE

SUNDAY						
MONDAY						
TUESDAY						
WEDNESDAY						
THURSDAY						
FRIDAY						
SATURDAY						

6PM - 8PM  
4PM - 6PM  
2PM - 4PM  
12PM - 2PM  
10AM - 12PM  
8AM - 10AM