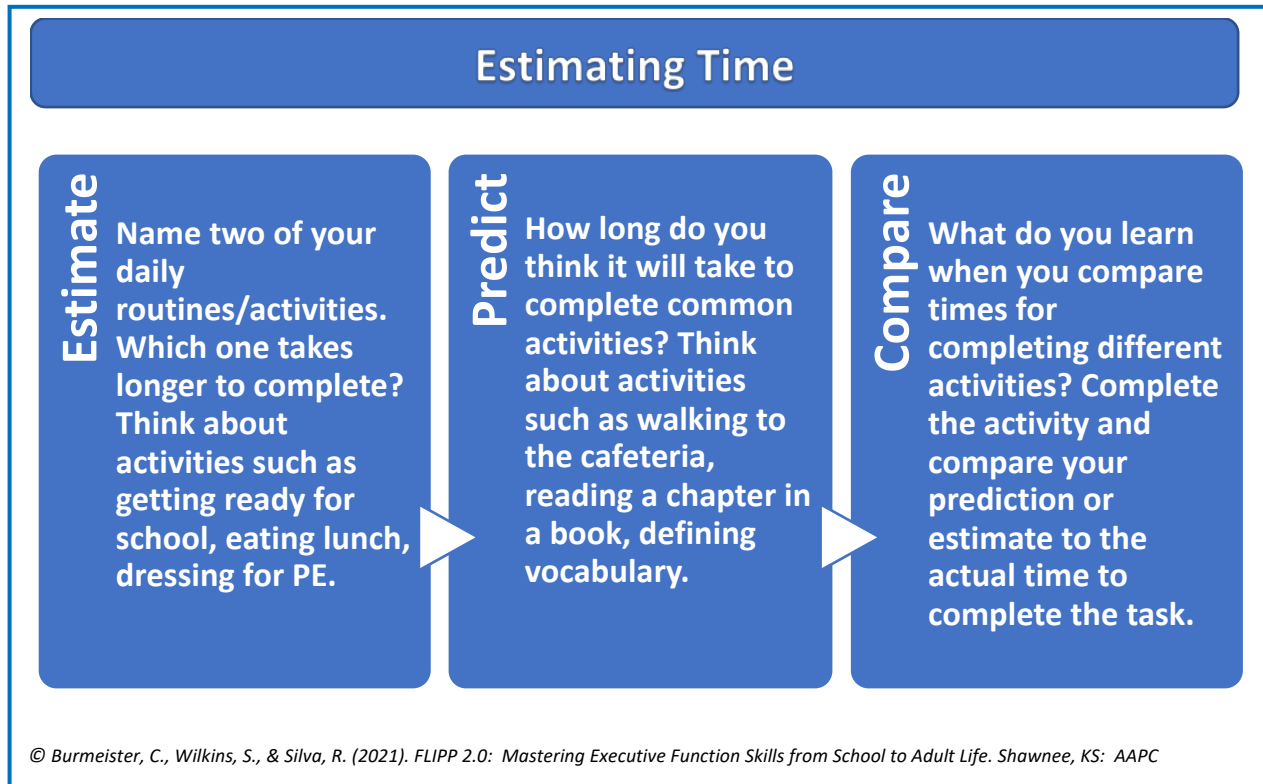


## Time Management Strategy Card

**Directions:** Print pages back-to-back on paper or card stock. After printing, trim the edges and use this 2-sided card as a practical tool to prepare for managing time. Laminate for durability and multiple use.



**This resource can be found in:**

*FLIPP the Switch 2.0: Mastering Executive Function Skills from School to Adult Life*, by Carol Burmeister, Sheri Wilkins, and Rebecca Silva. Published in 2021, by AAPC Publishing, Shawnee, KS.

<https://www.aapcautismbooks.com/>

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*Directions for Learners*

### **How You Can Be Your Own Time Manager**

Learning to manage time is an important skill that helps you be successful in life. Here are some things to do to manage your time:

1. Use a schedule. Choose the best way to keep a schedule, such as:
  - a. Write your schedule on a calendar or in a schedule book.
  - b. Put your schedule into your device (phone, tablet, watch) by typing into a calendar app.
  - c. If you have a voice-activated device (Alexa, Siri, etc.), you can tell your device to add activities to your calendar.
2. Use a reminder system. Choose the best way to get reminders such as:
  - a. Check and read the activities on your calendar the night before, at the beginning of the day, and during the day.
  - b. Put alarms into your device to remind you of important activities and deadlines.
  - c. Make reminder lists for activities with lots of steps, such as getting ready in the morning, making dinner, doing laundry, paying bills, etc.

Remember, managing your time successfully is one of the most important skills to have as an adult.

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