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DIY Library Program

ADULT 101: TIME MANAGEMENT

TIME IS MONEY

Recommended for Ages 12-18

Are you finding it hard to manage your time at home? Learn how to budget your time! In this program we are going to imagine time is money. How would you like to spend it? How much time do you need to set aside for necessary tasks? How much for free time? Using the following activity, you will learn where you are spending your time each day and have fun creating time currency and origami envelopes. Challenge other family members to see who can maintain their time budgets!

MATERIALS NEEDED:

- Paper
- Scissors
- Tape or glue
- Pencils or markers
- Ruler (optional)
- Printer (optional)

INSTRUCTIONS:

- Decide whether you want to practice time budgeting by yourself or with someone else. *If you invite someone who lives outside your home to join you, remember to practice social distancing and discuss your time budgets remotely.*
- Print or create your own expense tracker sheet, envelopes, and faux cash. You will find printable samples in the pages below.
- Create enough cash for each player involved. Each player must get $24 for each day.
    - 1 dollar = 1 hour
    - .50 cents = 30 minutes
    - .25 cents = 15 minutes

- Decide how many categories you will have and how much time you will need for each category. Write this in your expense tracker sheet. Consider scheduling your categories so it is easier to keep track of time. Here are some examples:

  reading

  schoolwork/learning

  exercise

  sleep

  free time

  social distancing with friends

  eating

  household chores

- Divide your cash into each envelope.
- Keep the envelopes near you throughout the day and keep track of how much time you spend on each task. If you go over your budgeted time for one category, you must transfer money from another category.

  E.g. You planned to spend 2 hours/ $2 on practicing social distancing with friends, but you went over 1 hour/$1. That hour/$1 must come from another category. You get to decide which category you will take from, but keep in mind you will have less time for that category later in the day.

  Likewise, if you finish early on one activity/category, you now have extra time/money. You may choose to continue spending the remainder of that time on said category or use it to give you more time in another.

  Make sure to physically transfer the money when you do this. This will help you see how you actually spent your time vs. how you thought you would spend your time.

- At the end of the day, add up the actual amount of time spent in each category on your expense sheet.
- Ask yourself the following questions:
  - Did you find that it cost more to spend time on certain activities?
  - How many transfers did you make? And from which categories?
  - Did you have time/money left over for some activities?
  - How will you plan your time differently?
  - What surprises came up that you did not budget for?
  - Were there any categories that you were not able to complete because you ran out of time/money?

- Consider doing this activity throughout the week. Change the categories and time budgeted as you gain a clearer idea of how you spend your time.

Time Expense Sheet:

Categories	Time Budgeted	Transfer Amount	Transfer Category	Actual Amount Spent

Schedule:

Time	Category	Time	Category
12:00 am		12:00 pm	
1:00 am		1:00 pm	
2:00 am		2:00 pm	
3:00 am		3:00 pm	
4:00 am		4:00 pm	
5:00 am		5:00 pm	
6:00 am		6:00 pm	
7:00 am		7:00 pm	
8:00 am		8:00 pm	
9:00 am		9:00 pm	
10:00 am		10:00 pm	
11:00 am		11: 00 pm	

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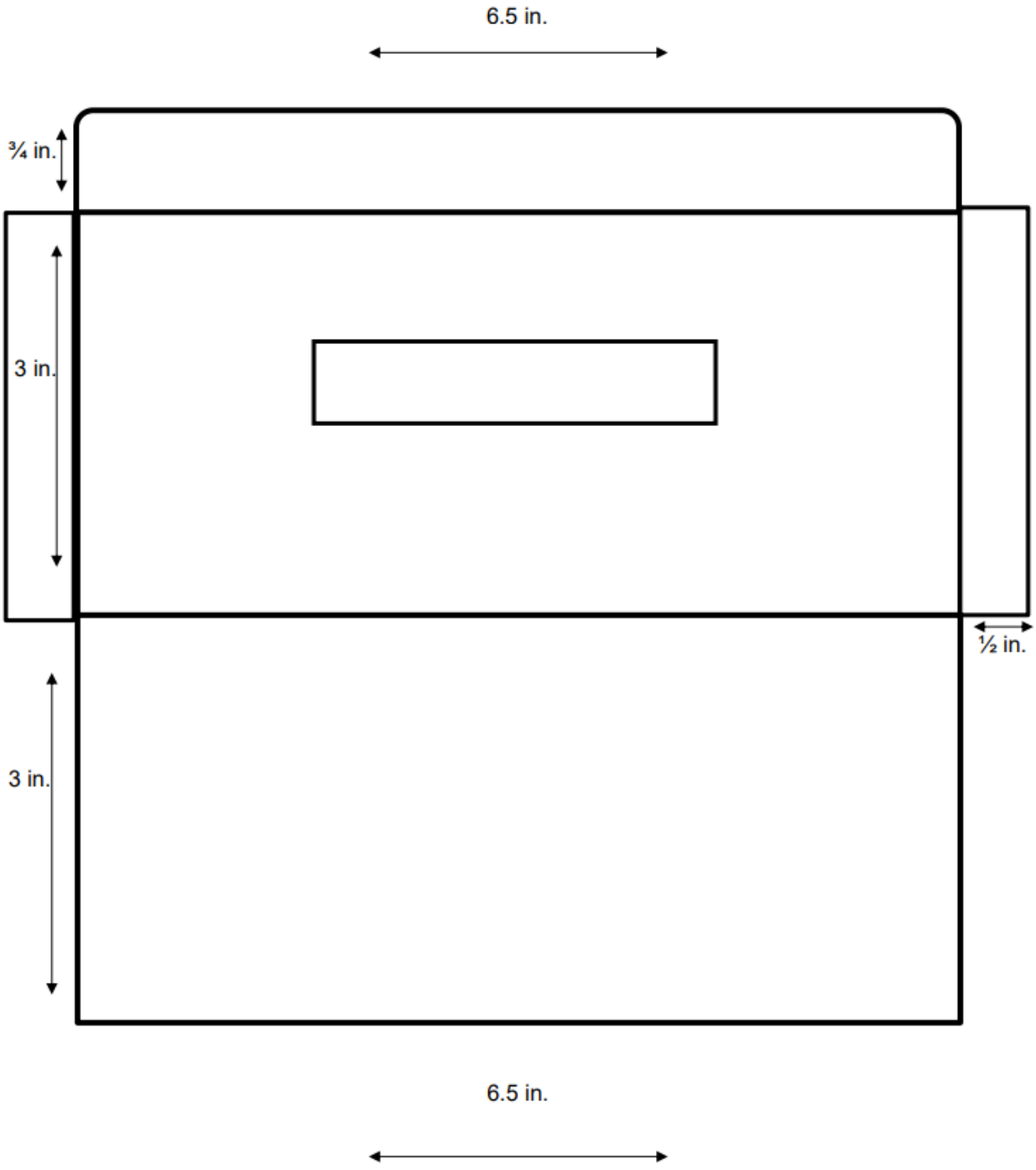

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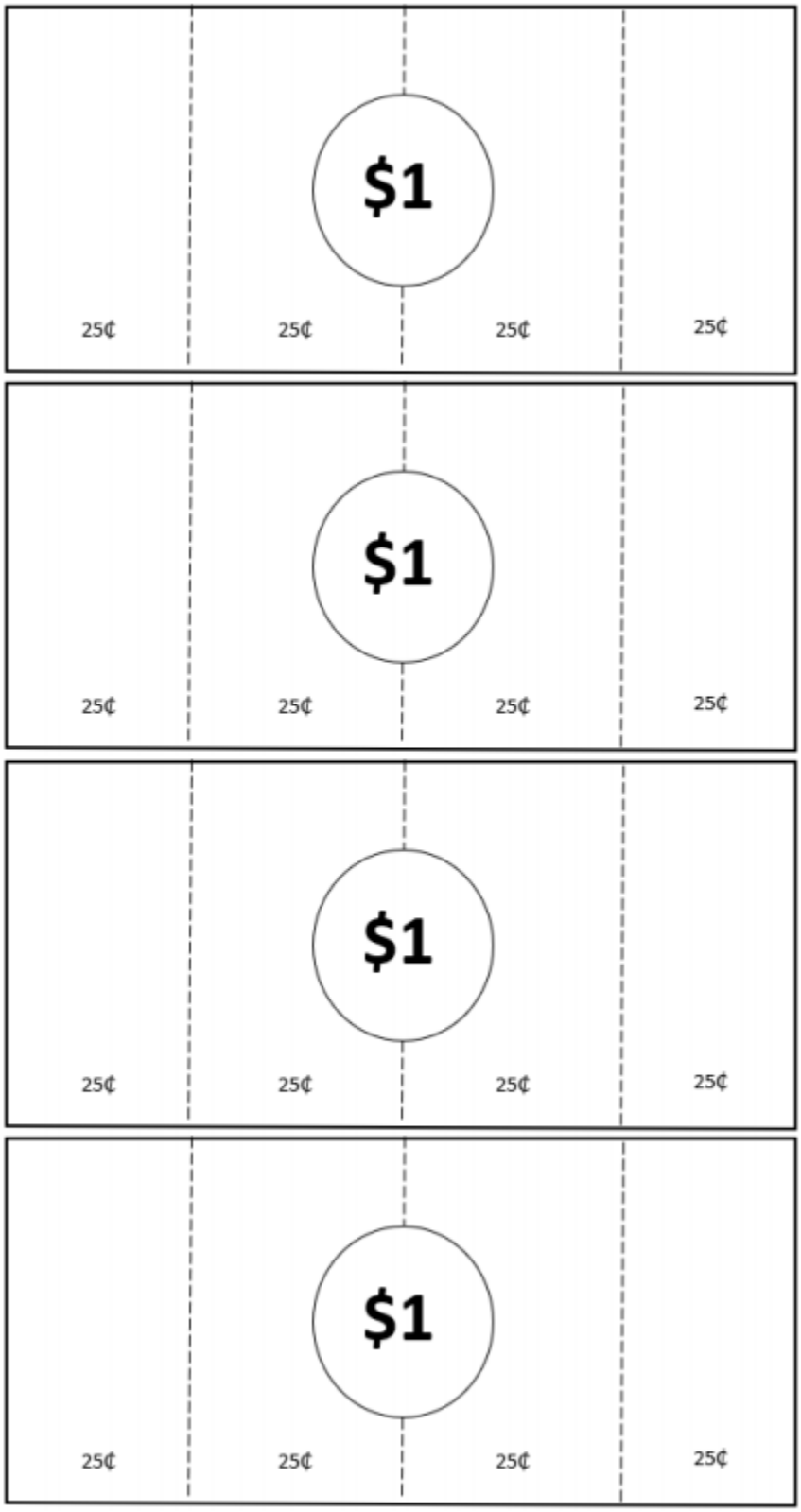
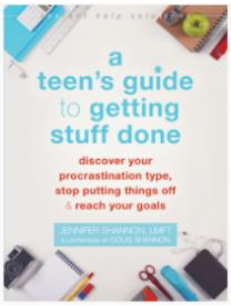


DIGITAL RESOURCES AVAILABLE THROUGH LA COUNTY LIBRARY

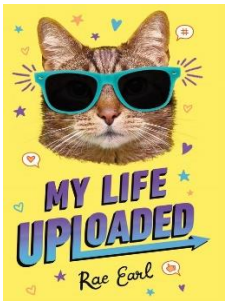
eBooks & Audiobooks

LA County Library offers numerous resources that can help you learn more about managing your time. Here are just a few, all of which are available as eBooks on OverDrive and Libby:



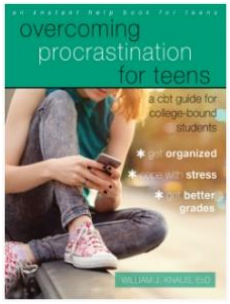
A Teen's Guide to Getting Stuff Done: Discover Your Procrastination Type, Stop Putting Things Off, and Reach Your Goals by Jennifer Shannon and Doug Shannon

Do you find yourself procrastinating often? Procrastination can get in the way achieving your goals. This book can help you identify your procrastination style and find the motivation to meet important deadlines.



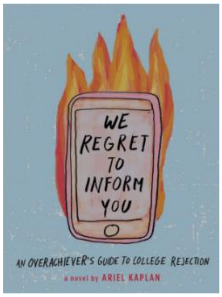
My Life Uploaded by Rae Earl

When Millie Porter moves in with her grandparents and aunty she thinks life will be much easier than it was living with her mom and her mom's uber-tidy boyfriend. Unfortunately, real life is rough no matter where you live so Millie and her BFF, Lauren, decide to Vlog about juggling real life, online life, and a cat intent on Millie's destruction.



Overcoming Procrastination for Teens: A CBT Guide for College-Bound Students by William J. Knaus

This research supported workbook will help you understand your procrastination habits. Use this manual to achieve self-mastery and get you read to meet challenges and prepare you for success in college.



We Regret to Inform You by Ariel Kaplan

Mischa Abramavicius is the epitome of an Ivy League college bound student. So, it is a shock to her when she gets rejected from all the schools she applied to, including her safety school. This novel portrays the pressure and stress that can come with being accepted into one's dream school.

You Can Manage Your Time by Lucy MacDonald
Time management can be a struggle and it can often lead to stressful situations. This book will help you learn how to maximize your time and eliminate stress. Discover expert tips for coping with time-pressured situations, including managing homework and exam preparation.

Online Learning

If you are interested in learning more about managing your time, check out many time management courses and videos available from Lynda.com and the Time Management 101 course available from Universal Class. To find more online learning opportunities through LA County Library check out our Online Learning page on our website!
https://lacountylibrary.org/learn/