

# Getting to School on Time

## Objective

To identify techniques to help you arrive to school on time.

## You Should Know

Getting out the door and to school on time may be difficult. Think about why you have a hard time in the morning. Are you overtired because you're staying up too late? Are you disorganized and running around looking for items? Or, do you spend time on your phone in the morning, thinking you have plenty of time? It could be that you have an incorrect sense of time and of how long it takes to get things done. You may start on one activity, like choosing what to wear to school, and then start looking at your phone and answering texts. Even if you don't care whether or not you are late to school, your parents and your teachers probably disagree!

What do you think is the number one reason that you are late for school?

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Is there another reason you are late to school?

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Whatever the reason you are late for school, there is one definite outcome – people in your life will be upset with your continued tardiness.

## What to Do

There are steps you can take to keep track of your time and prioritize your tasks so that you arrive to school on time.

- Set countdown timers or alarms on your phone to alert you that it's time to start or stop doing something.
- Build in extra time when you are estimating how long it takes you to do something, because things almost always take more time than you think they will. You might need to wake up 15 minutes earlier.
- Organize yourself the night before. Lay out the clothes you are going to wear. Pack up your homework and organize your backpack. Be sure that sports uniforms, projects, or other items are in one place, near or in your backpack. Prepare your lunch so you can "grab and go."
- If you're unsure how long it takes to complete a task, create a to-do list that's broken down by times. This way, you'll know what you are supposed to be doing at a specific time each morning. Post this list on your closet, or write it on a yellow sticky note on your bathroom mirror.

**Example:** Let's take a look at Tommy, who is almost always late for school unless his Mom stands by him every minute to keep him moving so he's out the door by 8:30 AM. Tommy hates being nagged, particularly in the morning, so his Mom suggested that he make a list of the things he needs to do in the morning, including the time each one takes to complete. This helps a little, but Tommy still finds it's easy to get distracted. And, his Mom still constantly checks on whether or not he is getting ready. Can you think of ways that Tommy can manage his time better in the morning so he's not late to school?

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Now, think about all the things you need to do in the morning before you leave for school. Use the following chart to track every task or activity you need to complete, along with the time you think it will take and the actual time it takes. Then, note any distractions or obstacles you encounter.

Activity	Time it Should Take (estimate)	How Long it Actually Took	Distractions or Obstacles?

## Reflections on This Exercise

Describe what you did differently to save time or be more productive in the morning.

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Can you think of other ways to keep track of your time so that you arrive to school on time?

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After tracking your time and prioritizing your morning tasks, did you successfully arrive to school on time? Describe what happened.

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If you still found yourself arriving late to school, describe the two main distractions or obstacles you experienced.

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Now, think of ways you can overcome them.

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How helpful was this exercise? \_\_\_\_\_  
(1 = not very helpful, 5 = moderately helpful, 10 = extremely helpful)

Is there anything in particular you learned from this exercise?

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