

TIME FLIES



Have you heard the expression “Time flies when you’re having fun”? It’s often true! Time feels different when you’re doing something enjoyable or exciting. Feel-good chemicals like **dopamine** are released in your brain, so you’re content in the present moment.

But what if you have homework or a chore that you need to do? It can be hard to focus and avoid dizzying distractions.

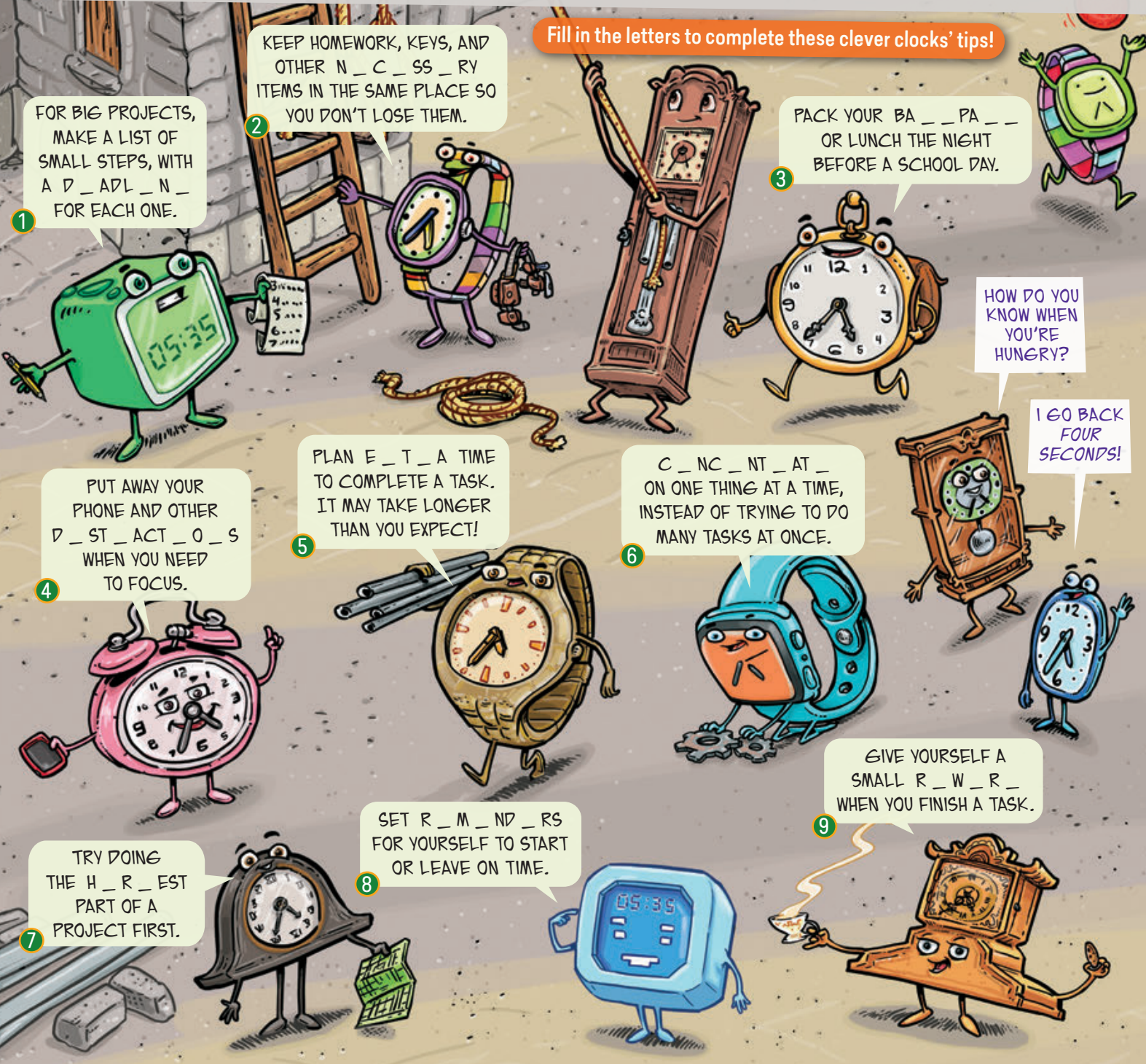
No need to be *alarmed*. When you learn to manage your

time, you can have fun being focused and achieving your goals. You can also unwind stress and boost self-confidence, because you feel empowered to tackle your to-do list.

Everyone’s time is valuable and deserves respect. Being mindful of time shows friends they can depend on you to be there when you say you will.

With terrific time management, you can make every minute count!

Fill in the letters to complete these clever clocks’ tips!



1 FOR BIG PROJECTS, MAKE A LIST OF SMALL STEPS, WITH A D _ ADL _ N _ FOR EACH ONE.

2 KEEP HOMEWORK, KEYS, AND OTHER N _ C _ SS _ RV ITEMS IN THE SAME PLACE SO YOU DON'T LOSE THEM.

3 PACK YOUR BA _ _ PA _ _ OR LUNCH THE NIGHT BEFORE A SCHOOL DAY.

HOW DO YOU KNOW WHEN YOU'RE HUNGRY?

4 PUT AWAY YOUR PHONE AND OTHER D _ ST _ ACT _ O _ S WHEN YOU NEED TO FOCUS.

5 PLAN E _ T _ A TIME TO COMPLETE A TASK. IT MAY TAKE LONGER THAN YOU EXPECT!

6 C _ NC _ NT _ AT _ ON ONE THING AT A TIME, INSTEAD OF TRYING TO DO MANY TASKS AT ONCE.

I GO BACK FOUR SECONDS!

9 GIVE YOURSELF A SMALL R _ W _ R _ WHEN YOU FINISH A TASK.

7 TRY DOING THE H _ R _ EST PART OF A PROJECT FIRST.

8 SET R _ M _ ND _ RS FOR YOURSELF TO START OR LEAVE ON TIME.