



Choose Your Division

4TH-5TH GRADE

6TH-8TH GRADE

9TH-12TH GRADE



November
**TIME MANAGEMENT
& RESPONSIBILITY**

4TH-5TH GRADE

THEME OVERVIEW:

Children at this stage are still developing an understanding of time. Visual planners give them a concrete way to see their responsibilities and begin building habits that support independence.



Worksheet

MY WEEK PLANNER

4th-5th Grade

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

School
Assignments

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Chores

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Activities /
Clubs

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Fun /
Relaxation

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

Complete? ☐

WEEKLY WINS





FAMILY CHALLENGE:

Have your child prepare their backpack, homework materials, and clothes the night before each school day. At the end of the week, discuss how it felt to be prepared ahead of time.

REFLECTION PROMPT:

Why is it important to be ready ahead of time?

How does being organized make your day easier?





November

TIME MANAGEMENT & RESPONSIBILITY

6TH-8TH GRADE

THEME OVERVIEW:

Middle schoolers begin balancing multiple classes, activities, and social time. Time-blocking introduces them to the idea of intentionally assigning time for important tasks and reducing wasted time.



Worksheet

6th-8th Grade

COLOR-CODED TIME BLOCKING SCHEDULE

	Sunday	Monday	Tuesday
6 AM			
7 AM			
8 AM			
9 AM			
10 AM			
11 AM			
12 AM			
1 PM			
1 PM			
3 PM			
4 PM			
5 PM			
6 PM			
7 PM			
8 PM			
9 PM			

INSTRUCTIONS

Using the color key, fill in your hourly plans on each day of the schedule.

COLOR KEY

Blue =
School / Classes

Yellow =
Homework / Study

Green =
Activities / Sports /
Clubs

Orange =
Chores /
Responsibilities

Purple =
Relaxation /
Free Time





Worksheet
COLOR-CODED TIME
BLOCKING SCHEDULE

	Wednesday	Thursday	Friday	Saturday
6 AM				
7 AM				
8 AM				
9 AM				
10 AM				
11 AM				
12 AM				
1 PM				
1 PM				
3 PM				
4 PM				
5 PM				
6 PM				
7 PM				
8 PM				
9 PM				





Worksheet

6th-8th Grade

COLOR-CODED TIME BLOCKING SCHEDULE

LIST YOUR TOP 3 PRIORITIES FOR THE WEEK:

WHAT WORKED WELL?

WHAT I'D CHANGE:





FAMILY CHALLENGE:

Choose one distraction (such as a phone, social media, or TV) to remove during homework time for the entire week. Keep a short daily log of how the change affected focus.

REFLECTION PROMPT:

What did you notice when you removed a distraction?

How did it change your productivity?





November

TIME MANAGEMENT & RESPONSIBILITY

9TH-12TH GRADE

THEME OVERVIEW:

High schoolers often face conflicting demands on their time. The urgent/important matrix helps them evaluate what truly matters and prevents wasted effort on low-value tasks.



Worksheet

PRIORITY MATRIX

9th-12th Grade

DO NOW:
Tasks with
deadlines today /
tomorrow,
emergencies.

Example: Essay due tomorrow

*Example: Ask sibling to help with
chores.*

DELEGATE:
Things someone
else could do or
help with.

SCHEDULE:
Long-term goals,
studying ahead,
planning.

Example: Study for next week's test.

*Example: Scrolling social media
during homework time.*

ELIMINATE:
Time-wasters and
distractions.

**TOP 3 TASKS FOR
THE WEEK:**

**THINGS I WILL
SAY 'NO' TO:**





FAMILY CHALLENGE:

Go an entire week without procrastinating on any assignment or commitment. Keep a simple daily record of progress, challenges, and strategies used.

REFLECTION PROMPT:

Which tasks were hardest to complete on time?

What strategies helped you succeed?

