





Worksheet 1: My Daily Time Audit

Objective: Help students reflect on how they currently use their time.

Instructions: Colour each box based on how you spent your time yesterday. Use the key below.

Time	What I Did	Colour Code (How I Spent My Time)
7:00–8:00		 School work / productive
8:00–9:00		 Relaxing / self-care
9:00–10:00		 Wasting time / distractions
10:00–11:00		 Sleeping / resting
11:00–12:00		
...		

Reflection Box:


- One thing I did well: _____
- One thing I could change: _____

Worksheet 2: My Weekly Planner

Objective: Build routines by scheduling regular tasks.

Instructions: Use symbols, colours or short words to show when you do school work, relax, or do other things.

Day	Morning	Afternoon	Evening
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

 **Tip box:** Use stickers or drawings to show breaks, homework, meals, or hobbies.

Worksheet 3: Break It Down! (Task Breakdown Sheet)

Objective: Teach students to divide a large task into smaller, manageable steps.

Example Task: "Revise for my Science test"


Big Task	Step 1	Step 2	Step 3	Step 4
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

- ♦ **Due Date:** _____
- ♦ **Time needed:** _____ mins per step
- ♦ **When will I do it?** (Choose a day/time for each step)




Worksheet 4: My Study Toolkit

Objective: Help students identify what strategies and tools help them study.

 Tick the ones that work for you:

- Using a timer (Pomodoro)
- Listening to music
- Flashcards
- Mind maps
- Saying it out loud
- Using colour/highlighters
- Working with a friend
- Asking for help
- Taking breaks
- Using apps or reminders

 **My Top 3 Study Tools:**

1. _____
 2. _____
 3. _____
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