

## Chapter 12 Manage Resources, Time, and Stress

### Section 12.2 Manage Time and Handle Stress

**NCTE 3** Apply strategies to interpret texts.



#### English Language Arts Time Management Do's and Don'ts

**Directions** Read the time-management situations. In the blanks, write *do* for time-management techniques that will help the individual be more organized and less stressed. Write *don't* for actions that will not help the individual.

1. \_\_\_\_\_ Todd has a big social studies report due, so he creates a schedule for himself so he can complete small sections at a time.
2. \_\_\_\_\_ Maricela is in the school band, the chess club, and has a part-time job after school. She has at least an hour of homework on school nights, plus her household chores. She decides to run for student body president.
3. \_\_\_\_\_ Ramon's school requires that 7th graders read a literary classic during the summer to prepare for a book report due in the first month school. He thinks he will forget the story if he reads too early, so he waits until the last week of summer to start.
4. \_\_\_\_\_ Monica wants to make chocolate chip cookies for Kenley's birthday. Before she starts, she reads the recipe all the way through, then gathers all the ingredients and kitchen tools she needs.
5. \_\_\_\_\_ Kareem is working on his art project, which is due in a week. His mother reminds him that he promised help his little sister with her book report, which is due in the morning. Kareem is annoyed, and explains that he is already working on a project with a deadline, and cannot do both.
6. \_\_\_\_\_ Kishawn wants more time to study for tomorrow's math test, so she folds laundry while she returns phone calls.
7. \_\_\_\_\_ Gordon talked to his family about letting him have time to himself each evening so he can study and do homework without interruptions.
8. \_\_\_\_\_ When Teresa comes home from school, she turns on the television and waits for dinner to be ready. After dinner, she starts her homework.
9. \_\_\_\_\_ Every morning, Reuben uses his time on the bus to create a "to do" list for the day.