

# BUZZ

TINKLE FRIEND

JULY 2018



What is time management?

Setting priorities

Timetable

## Hello children!

How are you doing? It has been a long while since we last published BUZZ and we are back, with more tips and activities for everyone! Remember to tell your friends about it!

Ever felt overwhelmed or feeling like there are just too many things to do? Well, all of us have been through that and in this issue, Tinkle Friend will touch on the topic of time management. Time management is an important skill to master so as to be able to manage tasks and also work efficiently. We receive many calls and online chats from children sharing with us that they have a lot of homework and tasks to complete on a daily basis. To tackle this issue, Tinkle Friend will share about time management and there are also activities for you to complete. Hopefully, with this skill, you will be able to better prioritise your work and manage it when things are getting tough.

As always, remember that Tinkle Friend is here for you if you feel stressed, sad, confused, lonely or when you have a problem to share. You can call me at 1800 2744 788 from Monday to Friday, from 2.30pm to 5.00pm, or chat online at [www.tinklefriend.sg](http://www.tinklefriend.sg) from 2.30pm to 5.30pm on weekdays and from 6.30pm to 8.30pm every Wednesday evening.

Take care!

*Best Wishes,  
Tinkle Friend*



# What is Time Management?

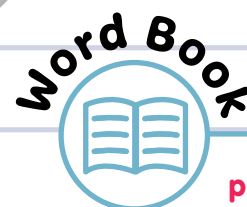
Time management is the ability to plan and control how you spend the hours in your day to effectively accomplish your goals.

Poor time management can be related to **procrastination** as well as problems with self-control. Skills involved in managing your time include planning for the future, setting goals, and **prioritising** tasks.



## Things to do

- Clean my room
- Pack my bag for school
- Read a book



**procrastination:**  
The action of delaying something

**prioritising:**  
Arranging tasks in order of importance

# Benefits of Time Management

## Less stress



Not having to rush is one great benefit of time management. Rushing your homework or revision will create frustrations and costly mistakes. Managing your time properly can reduce your stress level.

## Increased Motivation



When you are able to complete your task on time, you will be motivated to get started on the next task.

## Less wasted time



All of us have 24 hours each day and with time management skills such as keeping to a timetable, it can help us better **utilise** every minute each day.

## Get more things done



More tasks can be completed with proper time management and it can also be done at a faster rate!

## Word Book



**utilise:**  
Making full use of

# Activity - It's Time!

(Activity for Primary 1 - 3)



Hello! My name is Gary and I am 8 years old. There are a number of things that I need to do every day. Sometimes, I lose track of time and forget to complete important tasks such as brushing my teeth or doing my homework.

Can you help me to manage my time so that I will not forget the important tasks?

These are the things that Gary will need to do every day:

- Do homework for 1 hour
- Eat lunch
- Family time
- Play time
- Pack school bag
- Revise for 1 hour
- Brush teeth
- Bedtime

Help Gary plan his day by planning the time for each task.

12pm - 1pm



Eat lunch



# Activity - It's Time!

(Activity for Primary 1 - 3)

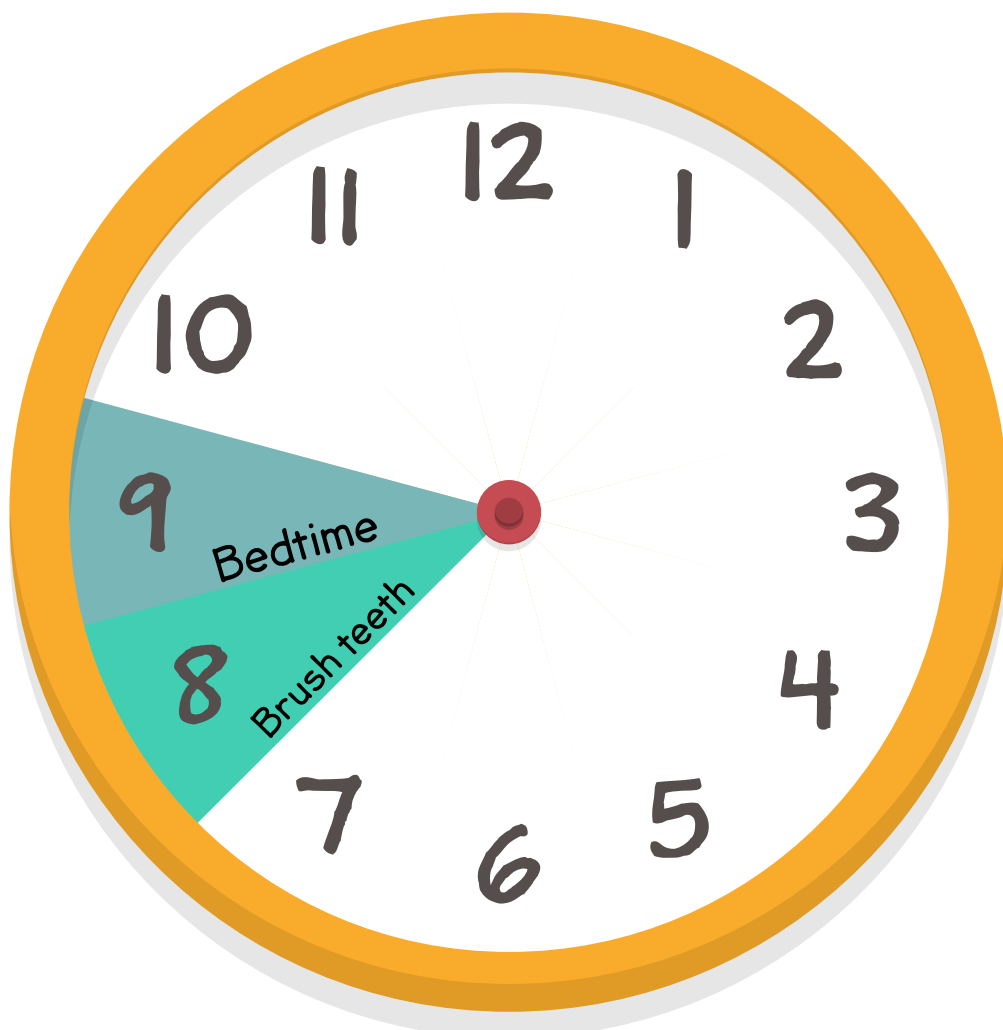


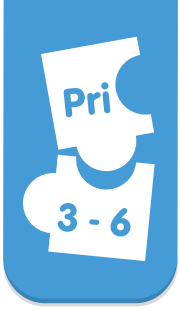
Hey! Great job on the last activity. You have done well! Now, I have a routine that I can follow every day and hopefully better manage my time.

Now, it is time for you to set your own routine! All of us have different tasks and activities, but you can set a certain activity at a specific time every day.

For example, 9pm is your bedtime and it should be about the same time every single day.

Plan your day by setting the time for your tasks, before your bedtime.





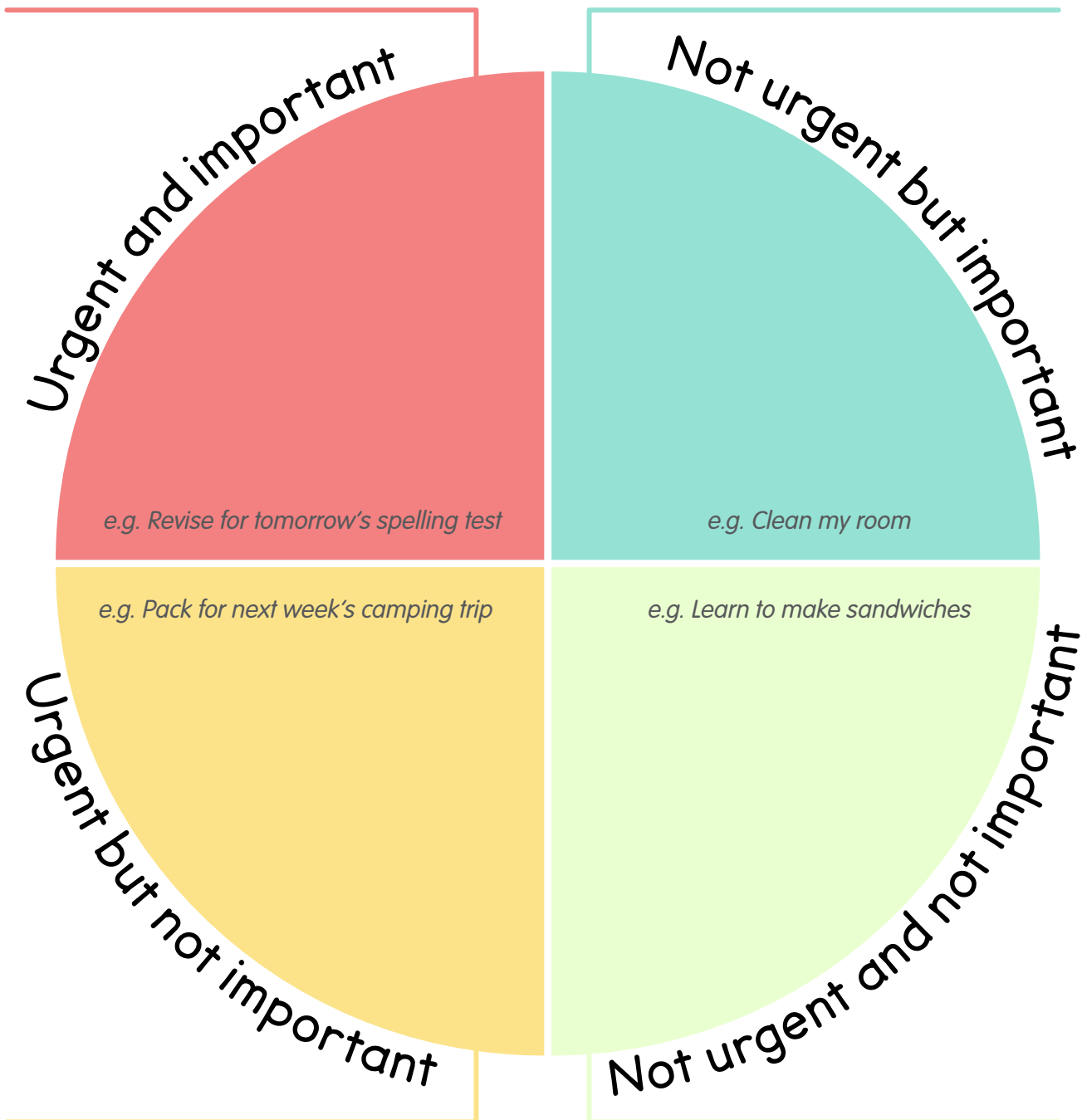
# Activity - Setting Priorities

(Activity for Primary 3 - 6)

We have many tasks to complete every day and it can be overwhelming at times. Feeling angry and frustrated will not help us in these stressful moments. What you can try to do is to prioritise the tasks at hand. We can separate the workload in 4 different quadrants below.

Tasks that have to be completed immediately and they will be due in the few hours or coming days

Tasks that are important and they can be completed at a later date



Tasks that have to be completed immediately but are not important

Tasks to be done when the other tasks have been completed

# Timetable

Another tool to manage time efficiently is to create a timetable. Just like your school timetable, having a timetable at home will allow you to keep track of the things that you need to do during specific periods of time.

A misconception about timetable is that it has to be fixed. This is not true as our schedule changes every few weeks. Things like tuition or CCA day can change every term and your home timetable should reflect that change.

Another thing to take note is to include play time or break time in your timetable. You will need some time away from your busy schedule to allow your body and mind to recover. Putting aside 1 to 2 hours each day to rest is a good way to ensure that you will not feel overwhelmed or stressed. During your break, you can do things that you enjoy such as exercising, reading a book, or even watching your favourite show.

It's time to create your own timetable!





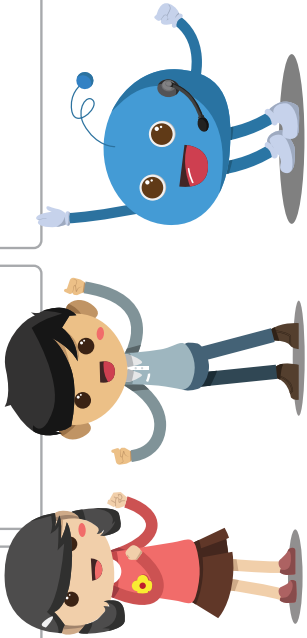
# Activity - Weekday Timetable

(Activity for Primary 3 - 6)



## Weekday Timetable

Time	Monday	Tuesday	Wednesday	Thursday	Friday



- Always remember to:**
- Take 5 mins break after each hour
  - Stay positive!
  - Ask for help if you are unsure!
  - Remove any distractions when studying

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# Activity - Weekend Timetable

(Activity for Primary 3 - 6)

Using the same guide, you can also create a timetable for the weekend. It will be trickier as plans on the weekends varies depending on your family's planned activities. Every family has a different schedule so it is good to talk to your parents and come up with a timetable together!




## Weekend Timetable

Time	Saturday	Sunday

**Always remember to:**

- Be realistic
- Be detailed
- Stay focused and stick to the timetable that you have created
- Work with your parents to create your weekend timetable



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# Ask Tinkle Friend!



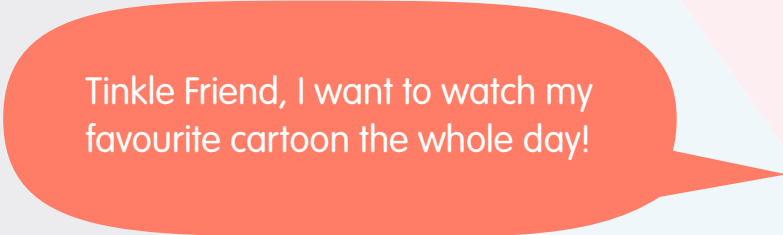
In this segment, Tinkle Friend will answer questions that are commonly asked by children all over Singapore. Some of you might have the same thoughts or questions so hopefully it will be answered in this segment!



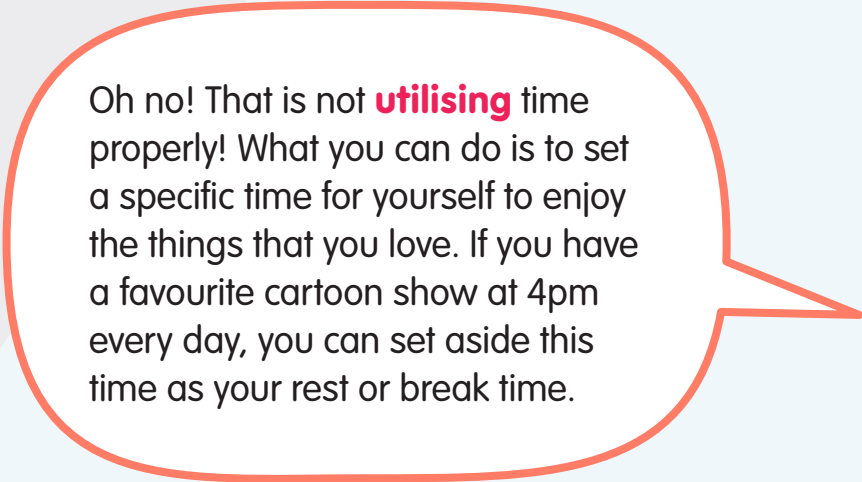
I have so much homework every single day! I do not know where to start!



You can use the **prioritising** table (page 7) and arrange your homework into the different quadrants. Hence, you should complete the homework that is due first as it is considered "Urgent and Important". If all your homework need to be submitted tomorrow, what you can do is to complete the subject that you are strongest in first. For example if you are awesome in Mathematics, you can do your Mathematics homework first.



Tinkle Friend, I want to watch my favourite cartoon the whole day!



Oh no! That is not **utilising** time properly! What you can do is to set a specific time for yourself to enjoy the things that you love. If you have a favourite cartoon show at 4pm every day, you can set aside this time as your rest or break time.



# Share with Tinkle Friend!

## We want to see your timetable!

All you need to do is to decorate your timetable as colourful and creative as possible and send it to us!

Take a picture of your wonderful timetable and email it to us at [tinklefriend@childrensociety.org.sg](mailto:tinklefriend@childrensociety.org.sg) with the subject title "Tinkle Friend timetable competition".

Ten prizes are up for grabs! Children with the most creative timetables will stand a chance to win attractive prizes!

Scoring will criteria will be based on

- 1) Aesthetics (20%)
- 2) Creativity (20%)
- 3) Originality (20%)
- 4) Overall Concept (20%)
- 5) Realism (20%)

Closing date is 24 August 2018 (Friday).





## Need someone to talk to?

Call Tinkle Friend @ 1800 2744 788 or Chat Online at [www.tinklefriend.sg](http://www.tinklefriend.sg) if you

- Feel happy and have something nice to share
- Feel stressed about your homework and/or exams
- Want to know whether it's right or wrong to do something
- Feel lonely
- Feel unhappy and sad

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