



## Time Management for High School Students

### Marking time:

Start time management the simple way. Instead of marking off the days of the week, use a calendar to fill in up-coming events. When you schedule something, make sure you also schedule the time it takes to get to and from the event. For instance, if your school day is 8:00 to 2:30, but you have an hour bus ride both ways, then your school day is really 7:00 to 3:30.

As for TV, if you have a favorite show that you don't want to miss, write it down. Schedule everything for a week or if big events like your birthday is coming up, write them down, too. Use empty calendar boxes (like the ones after day 31) to keep track of future plans (Next month basketball practice starts- [date]).

### Use a To Do List:

Use a small notebook and jot down things you need to do 1) today, 2) tomorrow, and 3) by the end of the week or later. Prioritize today's list. If today's list is too long, it's time to regroup, break down, and move some items to tomorrow or further into the week. That isn't procrastination; it's time management. Procrastination is when you know you have to get something done but agonize over doing it as time slips away. For example, if on Monday you get a large assignment that's due Friday, break it into smaller parts and work on it all through the week, making your goal to have most of it done before Thursday's study time.

### Schedule your time:

- Schedule today's "to dos". Make sure you have transferred any important events from your calendar to your list. Also, be sure to schedule some "free time". In addition to being a buffer for tasks that take longer than you expected, scheduling free time can help you

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deal with interruptions and with unexpected additions to your list.

- As new things come up, add them to your list. As you complete old tasks, cross them off.
- If you have evening events— a date, a game, a practice —schedule study time before.

### Analyze your schedule

At the end of the week, take a look back at what you had to do and what you accomplished. See what worked and what didn't work for you. Use both the hits and misses from this week in building a schedule for next week.



## Spotlight on Concord Youth Council!



**On Monday, August 26, after a long summer, Concord's Youth Council welcomed 20 new members and 45 returning members at a cookout at Dorton Park. What a great way to conduct the first meeting—by eating hot dogs and chips!**

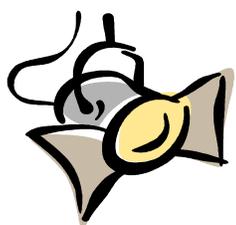
**First, the chairs of the summer events explained each of their events. Then the executive board announced upcoming fundraisers, events, socials, etc. Later, Concord Youth Council posed for a picture right before the sun went down.**

**Lastly, the members ended the night by participating in a team-building exercise that required groups to make a variety of shapes with their bodies.**

For more information on this council  
visit  
<http://www.concordnc.gov/resident/youth-council>

Advisors: Debbie Littlefield, Taylor  
Morris, and Ron Ferrell

Submitted by Tre' Williams  
Program/Marketing Chairman



## Spotlight on Youth

Making a Difference  
by: Shantan Krovvidi

My name is Shantan Krovvidi, senior at Enloe High school, Raleigh. My philosophy of service is to make a difference; wherever and whenever possible. It doesn't matter how small of a difference it makes. With this motto in mind, I travelled to Xela, Guatemala in the summer of 2013 as a Leader-In-Training through Global Public Service Academies (GPSA) organization.

I have had the opportunity to work in three aldeas, San Miguel, Concepcion and Cajola. It was very emotional seeing the level of poverty that these communities face. But the kids in these communities are not unhappy, but are content with what they have. They are very resilient. I learned from these kids that the qualities of resilience, hope and positive attitude are the key elements that one must hold on to.

I have also seen the deforestation issues that these communities are facing. One side you see beautiful mountains and the other side the forests are cut down. One side you see the rolling hills and the other side trash everywhere. I worked with the school teachers and the children on trash collection, tree planting and conducting the deforestation awareness and education sessions in the classrooms.

I have learned how to be responsible, taking care of other participants and myself in a city & country where hardly any English is spoken. On the last day of the program, the students gave me notes saying how they would never forget me and how much they will miss me. I was very glad that I made that much impact on them. These experiences were immense and life changing. I can't wait to go back to Guatemala next year.





Shantan (seated, against post) with Guatemalan Teachers and Students



Guatemala Community Building

Shantan has been a member of the Cary Youth Council and the YLA Leadership Team



## Reminders!

### **SEPTEMBER 20:**

Registration Deadline for SYC Teambuilding Conference.

### **OCTOBER 4-6:**

State Youth Council-Teambuilding Conference  
Hosted by the Durham Youth Commission, Durham, NC.

### **OCTOBER 4:**

Minigrant Application due.

### **State Youth Council Leadership Conference Schedule (Tentative)**

**Teambuilding and Leadership October 4-6** (Durham Youth Council)

**Mini-Grant Nov. 15-17** (Rocky Mount Youth Council)

**Community Service Jan. 24-26** (Raleigh Youth Council)

**Youth Legislative Assembly March 21-23** (State Office)

**Spring Convention May 2-4 or 16-18** (Goldsboro Youth Council)

Want to see your Youth Council's work highlighted in a future issue? Send a summary and pictures of your event to [Cynthia.giles@doa.nc.gov](mailto:Cynthia.giles@doa.nc.gov)