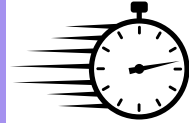




Morning Routine: Managing my time



Think about your morning routine. It might be the same as the example below, or it might look a bit different. Use the example below for the next activity, or you could make your own.

- 1) **Estimate** how long you think it might take you to complete each activity.
- 2) Write down your answer next to each activity.

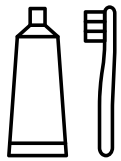
An estimate is a guess based on the information you know.



Shower



estimate



Brush Teeth



Get Dressed



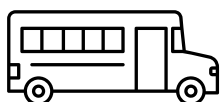
Brush or style hair



Eat Breakfast



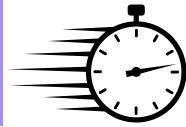
Get Shoes on



Get to school



Morning Routine: Managing my time



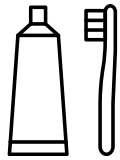
Using the example below, or your own checklist for your routine, now **complete** the same activities and **time yourself**. You could also ask a parent/guardian to time you.



Shower



actual time it took



Brush Teeth



Get Dressed



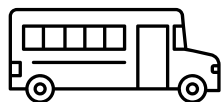
Brush or style hair



Eat Breakfast



Get Shoes on



Get to school



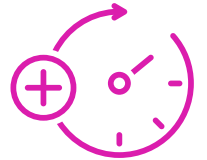
Did it take the same time or longer than you thought?

If this took a long time, you could use some ideas below to help you think about what you could do differently.

Morning Routine: Managing my time

1 Plan extra Time

Once you have worked out how long each task takes in your morning routine, plan in a bit of extra time. This gives you a buffer in case a task takes longer than expected, or it takes you longer to wake up.



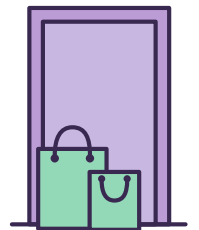
2 Organise your belongings the night before

The night before, lay out your clothes where you will be getting dressed, make your packed lunch if you are taking one, pack your bag and any extra items you might need for the day e.g. text books or PE kit.



3 Put your belongings in the same place

Think of a place for each of your belongings. This is usually where you will carry out the activity, or in a place that is easy to see as you walk through your home. This means putting everything back in the same place each day, e.g. your bag may always be kept near to the front door.



4 Check your route the night before

If you are taking public transport to school, check the route the night before for any changes to the bus or train service or timetable.

You can check this using the [Transport for London Website](#) or on an app such as [City Mapper](#). If your route is cancelled it will give you other options.



5 Keep track of the time

Have a clock that you can see in each room that you get ready in. This way you can tell how long you have left to get ready.



Morning Routine: Managing my time

6 Use a Checklist

A checklist is a list of items you need, things to remember or activities you need to do, that you can tick off as you complete them. You could use a paper checklist or might prefer to use an app on your phone or tablet. You could try both and see which you prefer.



Why use a checklist?

- They help to keep your attention on task
- They make sure you don't miss a step

Examples of Apps you could try:

- Google Keep
- Notes
- Todoist
- Any.do
- Remember the milk



7 Staying on Task

If an idea or to-do list item comes into your head, quickly write it down in a notebook, then return to the task you are doing. You can come back to it if you have time or plan in time another day.



8 Set a Timer

You could use your a clock timer, phone timer, Alexa or Siri to set timers to go off at specific times in your morning routine e.g. 5 or 10 minutes before you need to leave the house. You can label timers for individual tasks e.g. 7.30am get in a shower, 8am eat breakfast. Alexa and Siri can sound an alarm and call out a verbal reminder of the alarm you have set.



9 Remove distractions

Find a quiet place to get ready where you can focus on the task. If you know that a messy environment will distract you from getting things done, find a tidy space to get ready. Turn off or mute background noise like phones and the TV while you are getting ready.

