

# Time Management & Study Skills

## ◆ TIME MANAGEMENT STRATEGY ◆

## ◆ RELATION TO HOCKEY PREPARATIONS ◆

### ***Budget your time***

- ◆ Make a daily schedule template to plan your day
- ◆ Use time-blocking for your day
- ◆ Set a dedicated study time

### ***Play more often***

- ◆ Plan a time each day to play, even if not on ice
- ◆ Practice shooting, puck control, and stick-handling
- ◆ Work on inner body strength (home or gym)

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### ***Set reasonable goals***

- ◆ Make a to-do list for every day
- ◆ Most important on top (even if your least favorite)
- ◆ Break large projects into smaller, actionable tasks
- ◆ Keep a balance in tasks

### ***Take the game seriously***

- ◆ Set goals and track your progress
- ◆ Listen to priorities from your coach
- ◆ Pay attention to the game and teammates

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### ***Discover your most productive time***

- ◆ Are you an early bird or night owl?

### ***Growth Mindset***

- ◆ Visualize your achievements
- ◆ Be willing to learn
- ◆ Find your balance between hockey and life

### ***Take breaks at the right times***

- ◆ This will manage productivity
- ◆ Research shows we crave breaks after 90 minutes of intense work
- ◆ Listen to your body: sleepiness, fidgeting, hunger, or loss of focus indicate it is time to take a break

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### ***Don't try to multi-task***

- ◆ Research shows we are 500% more productive when we deeply focus

### ***Focus in the game***

- ◆ Read the plays
- ◆ Act quickly but not impulsively

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### ***Take care of yourself***

- ◆ Don't be afraid to say "no"
- ◆ Maintain a healthy diet and drink enough water – athletes need more water
- ◆ Get adequate sleep – the more tired, the less productive we become
- ◆ Keep a balance in tasks

### ***Self-care***

- ◆ Healthy diet and water intake – never get dehydrated
- ◆ Make sure equipment fits properly
- ◆ Stretch

◆ STUDY SKILLS ◆

- 1 **Time Management.** Understand your available time and plan ahead in order to utilize it properly
- 2 **Flexible Thinking.** Don't get "stuck" if something unexpected happens
- 3 **Reasonable Goal Setting.** Gives you a positive outlook about your progress and accomplishments
- 4 **Organizational Skills.** Self-manage your workload and extracurricular activities, and keep an organized room, desk, and other spaces
- 5 **Prioritization.** Learn what is most essential to tackle first and what can wait until a later time
- 6 **Habit Building.** Manage school assignments and workload at large through healthy habits to alleviate anxiety and have something positive to work toward
- 7 **Efficient Note-taking.** Learn what kind of notes work best for you by taking notes in different formats; use what works best for you
- 8 **Using Study Tools.** Use the right digital or traditional study tools for your needs
- 9 **Test Preparation.** Create a study plan that covers the appropriate material and instills a sense of confidence so you can approach the test with limited anxiety
- 10 **Self-care.** Stay in your "A" game through healthy habits: diet, sleep, exercise, stress reduction, time for yourself

◆ Need help? Please contact Sharon South for assistance. ◆

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