

# ACADEMIA

Time Management



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Waking up and planning your day can be a difficult task for anyone, including students with ASD. Sometimes they may wake up hours before they need to, “just in case” or they struggle to get to the bus on time everyday.

The time management activity below includes a model scenario with example time calculations of how a student may plan their day. There are two other scenarios you and your students can work through to learn how to manage your time!

## Materials Needed:

- Marker or pencil
- Activity (p.2-7)
- Optional:**
  - Scissors
  - 2-hole binder or rings
  - 2-hole punch
  - Laminator

## Directions:

1. Print out pages 2-4.
2. Use Reward schedule if needed. *For additional information, see Reward Schedules How-To Template.*

**Optional:** Create a book for repeated practice to support the visual organization of task materials. To do so:

1. Laminate pages.
2. Use a hole-punch to make holes and insert into a binder.

Materials provided are **samples only!**  
They may need to be individualized to meet the particular needs of a person with ASD!

## Read each situation and answer the question using the information given.

### Below is an example of how to solve the problem:

The movie starts at 8:40pm. There are 15 minutes of previews before the start of the movie. It takes 10 minutes to get to the movie theatre from your house. You always get popcorn and a slushy at the movies, which adds another 15 minutes worth of waiting in line.

What time do you need to leave your house in order to get to your seat by the time previews begin?

Movie starts: 8:40

Previews Start:  $8:40 - :15 = 8:25$

Travel from house to movies:  $8:25 - :10 = 8:15$

Concession line:  $8:15 - :15 = 8:00$

OR

$15 \text{ min} + 10 \text{ min} + 15 \text{ min} = 40 \text{ minutes}$

$8:40 - :40 = 8:00$

*I need to leave my house at 8:00pm*

## **Read this situation and answer the question using the information given.**

School starts at 7:40am but you like to get there at 7:30. You need to shower before school, which takes 15 minutes. You also need time to dry your hair and get dressed, which takes 15 minutes. Breakfast usually takes you 10 minutes to eat. The travel time to school is 20 minutes.

To fit in all of these activities, what time should you set your alarm to get to school on time?

## **Read this situation and answer the question using the information given.**

Swim practice starts at 5:30pm. It takes you 28 minutes to get to the swimming pool. You also want to stop at Subway on the way to practice for a quick meal. Subway is on the way to the swimming pool, and will add an extra 15 minutes to your travel time.

What time do you need to leave your house for practice?