



**A Do-It-Yourselfer's Guide to Time Management  
and Organizational Skills for Students of All Ages:  
A brief guide for children and teens with easy to  
implement strategies for success**

*Dr. Carey Heller*

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# **A Do-It-Yourselfer's Guide to Time Management and Organizational Skills for Students of All Ages: A brief guide for children and teens with easy to implement strategies for success**

*Dr. Carey Heller*

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Having trouble getting homework completed as quickly and as thoroughly as you want? Wish you had more free time? Frequently forgetting to turn in assignments? Have a desk that is too cluttered to use? Do your parents constantly have to remind you to stay on task with doing homework or completing specific chores? If this sounds like you, and you want to make improvements easily in the areas of time management and organizational skills, then this book is for you. This Do-It-Yourselfer's Guide provides a variety of very simple and practical time management and organizational strategies that you can easily incorporate into your life. This book is written for children and teens to use themselves. Parents can also use this book and the tools provided to directly help their children and teens. Good time management and organizational skills are vital to success in school and life. Developing strong skills now helps ensure career success and greater happiness and life satisfaction as an adult. Many people struggle with time management and organizational skills, but with the proper support and assistance, individuals can overcome deficits in these areas. Thus, if you want to improve these skills, take action and use this book as part of a complete plan to master good time management and organizational skills.

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