



Love My Children

掌握時間管理之道，是父母管教孩子重要的一環，但亦是具挑戰性的一關。因此教導孩子學懂時間管理，建立自律能力，重拾生活規律，改善拖延是十分重要。

讓孩子做時間的主人

「求你指教我們怎樣數算自己的日子，好叫我們得著智慧的心。」（詩90:12）

1 我們教導孩子在時間的管理運用上，可以應用那些原則？

- 隨性 vs 計劃：預早安排時間，控制它，不要被它控制。
- 想要 vs 需要：學習放下隨性想要做的事，而去做必需做的事。
- 急迫 vs 重要：急迫的事不一定重要，重要的事不一定急迫。
- STEP高效工作法則：

S | Strategy 策略

T | Target setting 目標設定

E | Efficiency 效率

P | Priority 優次排序

1. 計劃每天和每週工作時間、使用工作單 (To Do List)，安排好行動的先後次序，計劃每項行動所需要的時間及最遲需要完成的日期，定期評估進度。
2. 避免將時間填得太滿，要預留一些時間去處理突發的事情。
3. 了解自己的生理時鐘，用自己最有效率的時間做最重要的事。
4. 善用學生手冊、電話、E-Mail、Google Calendar等，建立日程。
5. 善用零碎的時間（等車、等人）完成小任務。例如：排行事曆。

2 若孩子有拖延習慣，如何幫助孩子？

協康會教育心理學家黃俊傑指出若父母在孩子玩耍、看電視、打電腦遊戲機時提出指令，更容易會得到「睇埋先」、「玩多陣」等回應。父母可嘗試以下4個說法，讓他權衡做或不做的結果。

1. 給予緩衝的時間，例如「多玩5分鐘後，我過來提醒你便去做功課/溫習」。
2. 提出有吸引力的方案，如「現在做功課/溫習的話，稍後可再玩15分鐘」。
3. 表明拖延的後果，如「現在不做功課/溫習，明天便取消玩樂時間」。
4. 和孩子討論及早把事情做完所帶來的好處。例如，早些開始溫習，把溫習範圍分成比較容易消化的小部份和及早找出問題。

參考資料：

1. 數算自己的日子－基督徒的時間管理－曠野之聲
2. 【心理學家拆解】做事拖字訣非天性 了解孩子拖延行為成因: <https://kknews.cc/zh-hk/psychology/68bzlp.html>
3. 衛生署學生健康服務: https://www.studenthealth.gov.hk/tc_chi/health/health_lea/health_lea_timemgt.html



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Mastering time management is important for parents to discipline their children, but it is also a challenging one. Therefore, it is very important to teach children to learn time management, build up self-discipline, manage routines and overcome procrastination.

Let our Children to be the Master of Time

So teach us to number our days, that we may apply our hearts unto wisdom. Psalm 90:12



1 What principles can be applied when we teach children time management?

- Casual vs Planning: Arrange time in advance and control it, and don't be controlled by it.
- Want vs Need: Learn to let go of what you want to do at will, and do what you need to do.
- Urgent vs Important: Urgent things are not necessarily important, and important things are not necessarily urgent.
- STEP efficient working principles:

S | Strategy **T | Target setting** **E | Efficiency** **P | Priority**

1. Plan daily and weekly working hours, use a work list (To-do List), arrange the sequence of actions, plan the time required for each action and the deadline to be completed the actions, and evaluate the progress regularly.
2. Avoid overfilling the time. Allow some buffer time to deal with unexpected things.
3. Know your biological clock and use your most efficient time to do the most important things.
4. Make good use of student handbook, telephone, E-Mail, Google Calendar, etc. to schedule your work.
5. Make good use of fragmented time (e.g. waiting for the bus, waiting for someone) to complete small tasks. For example: prioritize your to-do list.

2 If my children have the habit of procrastinating, how can I help the them?

Wong Chun Kit, an educational psychologist at the Heep Hong Society, pointed out that if parents give instructions when their children are playing, watching TV, or playing computer games, they will easily get responses such as "I want to watch TV first" and "I want to play more." Parents can try the following 4 ways, let him weigh the consequence of doing or not doing.

1. Give a buffer time, such as "After 5 minutes of playing, I will come to remind you to do your homework/revision."
2. Put forward attractive solutions, such as "Do your homework/revision now, and play for 15 minutes later."
3. Indicate the consequences of procrastination, such as "If you don't do homework/revision now, you will not have the play time tomorrow."
4. Discuss with your children the benefits of getting things done early. For example, it is easier to digest and find out problems early if they start the revision early and divide the revision range into smaller parts.

Reference:

1. 數算自己的日子－基督徒的時間管理 - 曠野之聲 (In Chinese)
2. 【心理學家拆解】做事拖字訣非天性 了解孩子拖延行為成因: <https://kknews.cc/zh-hk/psychology/68bzlzp.html> (In Chinese)
3. Department of Health, Student Health Service: https://www.studenthealth.gov.hk/english/health/health_lea/health_lea_timemgt.html