

TOPIC WORKSHEET 7 OF 10

MONEY & TIME MANAGEMENT **SS4.1 Use and Management of Resources (SS8.4.1.1)**

Syllabus focus - Achievement indicators:

Students will be able to: (1) discuss how time and money influence our daily lives; (2) sort positive and negative influences of time and money; (3) gather good money and time management practices; (4) describe the role of budgeting, time management, timetabling and education; (5) draw up a simple budget and timetable.

Name: _____ Class: _____ Date: _____

Aligned to the NEW 2026 strand-based exam format (4 compulsory strands - 26/22/26/26 marks).

TASK 1 - Budget skills. Mama Losana earns \$500 a week. Complete her weekly budget

Item	Amount (\$)	% of income
Food	\$200	_____
Transport	\$75	_____
Bills (water/power)	\$60	_____
School needs	\$65	_____
Savings	_____	_____ (aim 10%)

TOTAL her expenses so far: \$ _____. How much is left to save? \$ _____

TASK 2 - Wise or unwise? (write W or U)

1. Buying with a shopping list ____ 2. Impulse buying ____ 3. Paying yourself first (saving) ____
4. Using credit cards for everything ____ 5. Growing your own food ____ 6. Planning purchases ahead ____

TASK 3 - Time management

1. The one resource you cannot store or save: _____. A fortnight has _____ days.
2. List TWO ways you manage your time during exam week.

TASK 4 - Draw YOUR daily timetable after school (5-8pm) in the box below, then answer: why does a timetable help students?

ANSWER KEY - WORKSHEET 7

MONEY & TIME MANAGEMENT

- Task 1: Food 40%; Transport 15%; Bills 12%; School 13%; expenses so far \$400; left \$100 = 20% (10% aim easily met).
- Task 2: 1 W; 2 U; 3 W; 4 U; 5 W; 6 W.
- Task 3: time; 14 days.
- Good time answers: make a study timetable; set priorities (hard subjects first); cut TV time.
- A timetable stops wasted time, sets priorities and balances study, chores and rest - leading to greater productivity.