



High School

Home Connection

Being Responsible & Time Management

Dear _____,

Today in class,, we learned that responsibilities are the tasks or behaviors you are expected to manage or complete. We discussed the Covey Time Management Matrix, a strategy developed by Stephen Covey (Author of The Seven Habits of Highly Effective People).

Please encourage your student to share their daily responsibilities to organize and define priorities following the Covey Time Management Matrix.

Please do not hesitate to reach out with any questions or concerns.

Best,
