



Winning at Time Management: How to Balance School & Sports





School, 35 Hours

Sleep, 59.5 Hours

Tennis Practice 7.5 Hours

Homework, 14.5 Hours

Family Time, 3 Hours

Meals, 10.5 Hours

Weekend Tournament, 6
Hours

Friends, 3 Hours



**168 hours, lots of
time right?**

Transportation, 7 Hours

Chores, 4 Hours

Guitar, 9 Hours

Chill Time, 4 Hours

Tutoring, 2 Hours

Hygiene, 3.5 Hours

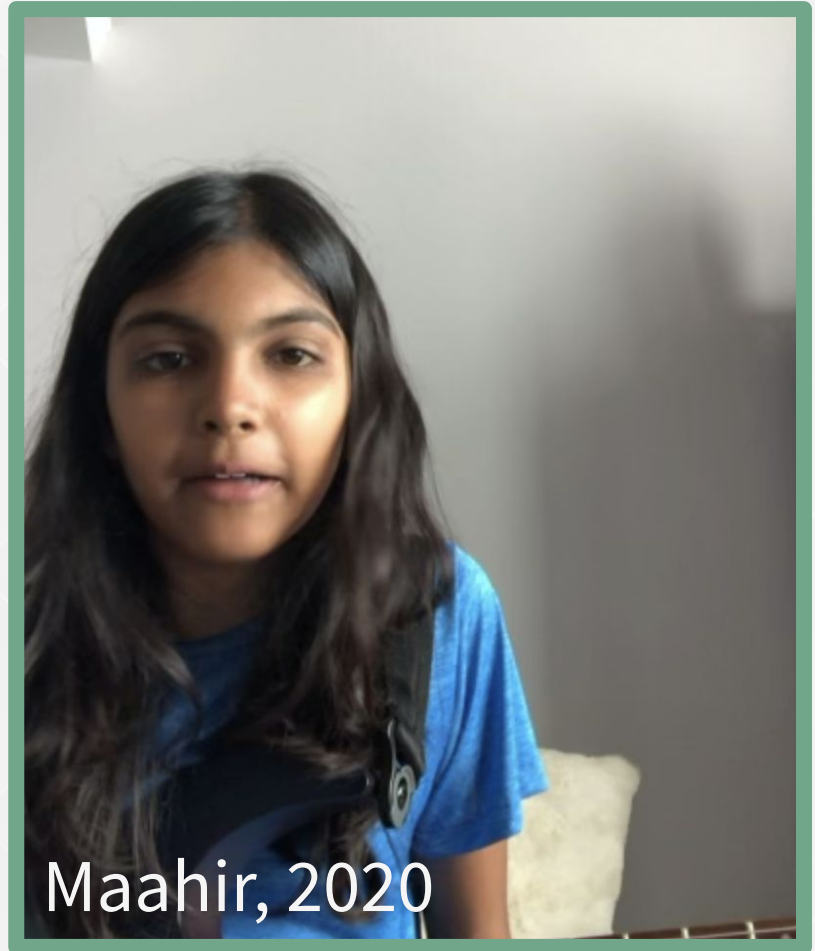
13-Year-Old Athlete

Conclusion:

We're at **-30** minutes

Plot twist...

This was me →



Maahir, 2020



Meet Hitting the Wall

Julia (she/her) triathlete
I have two guinea pigs!
Maahir (she her) tennis player
I used to have a mohawk



Who are we?



- **Founded in 2023**
- **International movement committed to...**
 - **fostering positive change within the teen-girl endurance sports community**
 - **empowering healthier and happier athletes.**



01

Communicating with Teachers

Teachers are on your side!





Your teachers = your biggest allies

- Teachers are on your side! Ask for extensions, get an excuse letter from your coach.
- Meet with your teachers 1:1, help them understand your situation?
- **Is the class or the match more important?** It depends. Learn to assess situations with nuance.





Emailing your teachers 101

DOs

DON'Ts

Ask for permission to miss class	Assume that you're guaranteed to miss class
Start with a greeting	Go straight to "can I miss class"
List a way you'll be proactive to make up work	Tell your teacher to send you the class materials
State the reason and dates clearly	Leave out important details about the reason or dates of your absence
Express your gratitude for their understanding	Apologize excessively. One polite acknowledgment is enough; don't overdo it.
Check their syllabus/slides to see if they have particular dates they want to be emailed by	Email them at 3 A.M the night before

Turn and talk: what's wrong with this email?

Missign Class  Inbox x



Julia Howe

to me ▾


Yo teach!

I'm missing next class because I have a thing for cross country. Could you email me the stuff I miss? TYSMMMMM BESTIE

XOXO,

Julia

Turn and talk: what's wrong with this email?

Heartfelt Request to Miss Class, A Difficult Decision  Inbox x



Julia Howe

to me ▾

12:12 PM (0 minutes ago)



To my honourable teacher Ms. Jones,

I'm writing with a heavy heart to ask for your permission to miss our class. I completely understand how valuable every single minute of your class is, and it pains me to even think about missing out on the learning opportunities you provide. However, I've been fortunate enough to be invited to run in the BCL Championships, which is something I've been dreaming about and working incredibly hard for this entire season. It's truly a once-in-a-lifetime opportunity for me.

I promise, promise, PROMISE to make up every second of the class I miss which will be on Friday, December 4th. I will study every slide, watch every related video, read every note (twice), and hound my classmates relentlessly with questions until I completely master the material. If there are additional assignments or tasks you'd like me to complete, I will happily do them, even if they require staying up all night. Please just let me know!


Again, I'm deeply, truly, and endlessly sorry for any inconvenience this may cause. Please rest assured that I am fully committed to staying on top of all coursework despite my absence.

Thank you SO much for your understanding, patience, and kindness. You're genuinely the best teacher I've ever had and like a mother to me.

With immense gratitude and apologies,
Julia Howe

Turn and talk: what's wrong with this email?

Missing Class Nov 3 Inbox x ✕ 🖨 📧

 **Julia Howe** <26julia.howe@lwhs.org> Thu, Nov 2, 2023, 12:44 PM ☆ ↶ ⋮

to Mic ▾

Dear Ms. ██████████,

I hope this email finds you well. I wanted to inform you that I will not be able to attend class on Friday, November 3rd. I'm running in my XC championship, and unfortunately, I won't be able to make it to class.

I understand the importance of our classes, and I will make sure to catch up on any missed assignments and notes. If there are any specific instructions or materials I need to be aware of during my absence, please let me know, and I will ensure that I am up to date when I return.

Thank you for your understanding, and I apologize for any inconvenience this may cause. If there's anything I need to do to make up for it, let me know!

Sincerely,

Julia Howe



Dear Ms. Jules,

I hope this email finds you well. I apologize for any inconvenience this might cause, but my team has a swim meet next Monday (2/32), and I would need to miss class to be there. Would it be possible to miss class to compete in the meet?

I'll make sure to talk to a classmate and study the missed material. Thanks for understanding.

Sincerely,
Maahir

Let's write our own!



02

Study habits
when you have
-30 minutes



→ Our biggest tips

- **Be a flexible studier:**

You won't always have the perfect setting, learn to study on the bus, after games, etc.

- **Push yourself academically:**

Saving time ≠ bare minimum in school

- **The “Just Start” Rule:**

Even if exhausted, do something small → once you get started, it's easy to finish





Time Tracking Methods

- You **NEED** to have a Calendar/tracking method, if you don't note something down, you **WILL** forget

Digital Planners (for organized people):

- *Google Calendar*: Schedule classes, practices, and study sessions.
- *Notion*: Custom planning space for detailed organization.

Quick & Simple Methods (for people who feel too busy):

- Text yourself reminders.
- Email yourself & mark as unread.

Non-Tech Options (for people who hate screens):

- **Physical planner** (decorate/customize to make it fun).
- **Bullet Journals** (*but don't get lost making it **too pretty!***).



How to time-block right

<u>Task</u>	<u>Due-Date</u>	<u>Time to Finish</u>	<u>Mental Drain</u>
History Essay: "The Impact of the Industrial Revolution"	Two Days Longer, draining tasks should be separated into shorter blocks	3 Hours	High Put this when you're most energized (varies for different people)
Respond to Teacher's Email Regarding Absence	ASAP	10 Minutes Short tasks can be finished during your commute!	Low
Set Goals for the Track Season	One Week	30 Minutes	Moderate



How do I say no to something?

Suppose your coach wants you to do swim but you want to take this season off?

Be clear and direct: I really appreciate the offer, but I've decided to take this season off from swim.

Use "I" statements: I'm working at my family's restaurant, and I only want to commit to something I can do my best on.

Express gratitude: I really loved my water polo season! You're such an amazing coach.

Offer an alternative (if appropriate): I would totally be down to come to some meets and cheer the team on!



03

Managing Stress & Motivation



Lean on your
teammates!



Schedule fun into your week!

“I encourage busy student-athletes to intentionally schedule at least one thing they enjoy into their week,” explained Chirby. “Our athletic coaches emphasize the importance of having relaxing/fun/low-pressure activities to look forward to, contributing to overall endurance and motivation.”

MindBalanceSPORT in McLean, VA,
Co-Founder and Sports Psychologist Brenna
Chirby, Psy.D





How do you prioritize?

Let's play a game

Would you rather miss an important practice before your big game to study for a crucial test

or

stay at practice and risk not being prepared for the test?

Would you rather train for an extra hour the night before a competition but not get enough sleep

or

take the rest you need and risk not feeling fully prepared?

Would you rather spend your rest day
focusing on mental recovery

or

use it to catch up on missed
homework assignments?

Would you rather stay home and rest
for your sport's season opener

or

go to a friend's 16th birthday party
and risk being tired for the game?

You committed to play a sport where the team is relying on your performance, but you don't really want to:

Would you rather lead your team to success but feeling resentful, like you could have spent your time better

or

quit the team, disappointing your teammates and coaches but ultimately feeling more personal fulfilment



04

Closing

Takeaways?

Questions?

Feedback?



Thank you!

Do you have any questions?

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