Passage 1: Time Management

4th Grade Daily Life Reading Passages

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1

Time management is the skill of planning how to use time wisely. People have many tasks to complete each day, such as going to school, doing homework, helping at home, and spending time with family. When people manage their time well, they can finish important tasks and still have time for activities they enjoy.

Many people use schedules, calendars, or to-do lists to stay organized. These tools help people remember important responsibilities and plan their day. Completing tasks in a logical order can also save time. For example, finishing homework before playing games can help people stay focused and avoid rushing later.

Good time management can reduce stress and help people feel more prepared. People who use their time wisely are often able to reach their goals more easily. Although everyone has the same number of hours in a day, planning carefully can help people make the most of their time.

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Name :.....Date:.....

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Multiple Choice

Choose the best answer.

1. What is the main idea of the passage?
A. Time management helps people use their time wisely.
B. Homework should be completed only on weekends.
C. Calendars are used only at school.
D. People should spend all their time working.

2. Which tool can help people stay organized?
A. television
B. calendar
C. bicycle
D. backpack

3. According to the passage, what is one benefit of using a to-do list?
A. It creates more free time automatically.
B. It helps people remember responsibilities.
C. It removes the need for planning.
D. It makes tasks disappear.

4. What example of good time management is mentioned in the passage?
A. watching television all evening
B. delaying important tasks
C. finishing homework before playing games
D. completing tasks in random order

5. How can good time management help people?
A. It makes every task easy.
B. It gives people more hours each day.
C. It removes all responsibilities.
D. It helps people reach goals more easily.

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Name :.....Date:.....

Vocabulary

Choose the best meaning of the underlined word.

6. Time management is an important **skill**.

A. a special machine

B. a type of schedule

C. an ability people learn

D. a school subject

7. Many people use **schedules** to stay organized.

A. plans for activities

B. places where books are kept

C. tools used for cleaning

D. games played with friends

8. Good planning can reduce **stress.**

A. excitement about a holiday

B. pressure or worry

C. time spent studying

D. energy from exercise

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Text Evidence

9. Which sentence from the passage explains why time management is helpful?

_____

_____

_____

Short Response

10. Describe one way people can manage their time more effectively.

_____

_____

_____

_____

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Answer Key

Multiple Choice

1. A
2. B
3. B
4. C
5. D

Vocabulary

6. C
7. A
8. B

Text Evidence

9. Sample Answer:

"When people manage their time well, they can finish important tasks and still have time for activities they enjoy."

Short Response

10. Sample Answer:

People can manage their time more effectively by using a schedule, making a to-do list, and completing important tasks before less important activities.

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