

TIME MANAGEMENT



Time Required: 30-45 minutes

Content Standards: Students will acquire attitudes, knowledge, and skills that contribute to effective learning in school and across the lifespan.

Indicators (Students will...): AA.A.11.1.09
Analyze their time-use and time-wasters and apply time management and tasking skills.

GOAL: Students will think about time management and understand the importance of setting and accomplishing goals rather than procrastinating about them.

Activity Statements:

Students will identify ways they can improve their use of time and plan the next 24 hours.

Materials:

1. Handout 1, Tracking Time
2. Handout 2, Managing Time
3. Pencil/pen

Procedures:

1. Make copies of the time tracking and management handouts.
2. Distribute the "Tracking Time" handout to students and ask them to complete the time survey.
3. Encourage group discussion and ask students to share their tallies.
4. Discuss the importance of accomplishing one's daily goals, as opposed to procrastinating about them.
5. Distribute the time management handout and ask students to plan their next 24 hours.
6. Discuss the importance of accomplishing one's daily goals, as opposed to procrastinating about them.

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Discussion:

1. How does it make you feel to have responsibilities pile up?
2. Do you feel better when you put your responsibilities off or when you have them accomplished?
3. How can you better plan to accomplish your goals?

Integrative Closing Statement:

Planning our time well and accomplishing the goals we set for ourselves makes us feel good. It is better to take care of our responsibilities in a timely manner, rather than procrastinate and leave the responsibilities looming over our heads. Encourage students to work and accomplish what they can today, rather than put things off until tomorrow.

Additional Resources:

Time Management

<http://www.studygs.net/timman.htm>

Time Management

http://studentservices.fgcu.edu/learning/lessons/timemanagement_files/frame.htm

Tracking Time

Use the chart below to track how you've spent the past 24 hours or so. Start with yesterday afternoon.

1pm		1am	
2pm		2am	
3pm		3am	
4pm		4am	
5pm		5am	
6pm		6am	
7pm		7am	
8pm		8am	
9pm		9am	
10pm		10am	
11pm		11am	
12 _{midnight}		12 _{noon}	

TALLY: Calculate the time you spent doing the following activities.

Sleeping _____ Studying _____ In Class _____

On the Phone _____ With Friends _____ With Family _____

Working _____ Other _____

Is there anything you needed to accomplish yesterday that you didn't quite get around to doing? How did it make you feel?

How can you change your schedule for the next 24 hours in order to accomplish what you need to get done?

Managing Time

Take a moment to think about what you need to accomplish by this time tomorrow. It may be helpful to create a "To Do" list.

Use the chart below to track how you hope to spend the next 24 hours in order to accomplish your responsibilities.

1pm		1am	
2pm		2am	
3pm		3am	
4pm		4am	
5pm		5am	
6pm		6am	
7pm		7am	
8pm		8am	
9pm		9am	
10pm		10am	
11pm		11am	
12 _{midnight}		12 _{noon}	

Now that you have made a plan, get to it! Take some time tomorrow to reflect on your schedule above.

Were you able to accomplish your goals? How do you feel about it?

How can you improve your schedule to better suit your needs for the following day? And the day after that?

Remember: Get it done today! Doing so will help you feel good!
