LEARNING TECHNIQUES

LESSON 7-5 ▲ TIME MANAGEMENT

**LEARNING GOALS/OUTCOMES**

* Evaluate present-day weekly time use
* Create an organized To-Do list for a week of courses, homework, events and activities

**MATERIALS NEEDED**

* **Student Handouts:**
* After-School Activities Organizer
* Weekly Planning Sheet
* Journal Page

**CLASSROOM ACTIVITIES**

1. **Students imagine a world without time.** Put students into groups of four. Ask them to identify one ‘scribe’, a person who will write down the ideas of the group. Ask them also to identify a ‘spokesperson’, who will read out select ideas from their group. Tell them to imagine they live in a world that has no concept of time. Ask them to identify a variety of ways that a timeless world would be different. After three to four minutes of brainstorming, ask each spokesperson to identify their most interesting way the world would differ.

Tell students that time is a man-made tool that allows us to do things in an organized manner. Today’s lesson is about identifying daily commitments and organizing them in a useful way. Becoming more organized helps students to get more done, improve school achievement, and have more free time after the work is completed.

1. **Students list personal events/commitments and create a schedule of their afternoon/evening.** Give students a copy of the *After-School Activities Organizer*. Tell students they will be creating a list of their afterschool events/commitments. Ask them to look at the example provided. Ask students to organize those after-school activities into a schedule for their afternoon/evening. Lastly, ask students to answer question 3 and explain why they timed and organized their commitments in the manner they chose.
2. **Students discuss their list of commitments and schedule with a partner.** Put students into pairs. Ask them to discuss, compare and contrast the schedules they created and why they placed events in the order they chose.
3. **Students discuss their time commitment to homework/studies.** Lead a discussion about how much time should be allotted to homework and studying in order to be successful in school. If time permits, also discuss with students if there is a ‘best’ time for homework/studying to be completed. Is there a bad time? Encourage students to recognize that each student defines their own way to success in homework, study, and school success.
4. **Students schedule a list of weekly commitments.** Ask students to turn over their *After-School Activities Organizer* and write on the back. Just as they did for after-school activities, have students create a list of their activities for the entire week, including their courses, homework, events, chores, and activities. This list should be detailed and should include the weekend. Once this list is created, provide each student with a copy of the *Weekly Planning Sheet*. Ask students to allocate their weekly schedule of activities into this sheet. Ask them to place a time beside each event.

After the scheduled events are in place, ask students to consider what they will do with the rest of their time. Encourage them to enjoy ‘free time’, using it to explore personal interests and skills.

1. **Students evaluate how time management fits in with their life.** Ask students to write answers to the following questions on their *Journal Page:*
* Looking at the new schedule you have made for next week, what will be the biggest challenges in following that schedule?
* What do you think you would gain by following the schedule?
* When will you make your weekly schedules to guide your use of time in school?

**STUDENT PRODUCTS**

* **Completed *Weekly Planning Sheet***
* **Completed *Journal Page***

LEARNING TECHNIQUES

LESSON 7-5 STUDENT HANDOUT

 AFTER-SCHOOL ACTIVITIES ORGANIZER

1. ***List your after-school activities and commitments and how long each takes.***

|  |  |
| --- | --- |
| **After-School Activities Example** | **My List of After- School Activities** |
| 60 minutes of homework | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 hours watching TV | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 30 minutes talking on telephone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 30 minutes snack time | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 45 minutes dinner | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 30 minutes chores | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 2 hours of softball practice | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. ***Create a schedule to fit all of the activities you must complete after school in one day.***

|  |  |
| --- | --- |
| **Schedule Example** | **My Schedule** |
| 3:15-5:15 Softball practice | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5:15-5:45 Walk home | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 5:45-6:15 Snack | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6:15-6:45 Chores | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 6:45-7:00 Dinner | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 7:00-8:00 Homework | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8:00-8:30 Taking on phone | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8:30- 9:00 Watching TV | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9:00-9:15 Get ready for bed | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 9:15 Sleep | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. ***Why did you choose to put the activities in that order?***

LEARNING TECHNIQUES

LESSON 7-5 STUDENT HANDOUT

WEEKLY PLANNING SHEET

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** | **Date:** |
|  |  |  |  |  |  |  |

LEARNING TECHNIQUES

LESSON 7-5 STUDENT HANDOUT

 JOURNAL PAGE

**DATE:**

**Lesson 7-5 | *TIME MANAGEMENT***

***Q1:*** Looking at the new schedule you have made for the next week, what will be the biggest challenges in following that schedule?

***Q2:*** What do you think you would gain by following the schedule?

***Q3:*** When will you make your weekly schedules to guide your use of time in school?

***Answers:***