

Unit Topic: Time Management**Activity Name: Lesson # 1, Planning & Organizing Time****Objective/Rationale:**

1. Students will be able to determine the time management challenges they face through class discussion.
2. Students will be able to identify how they spend their time over the course of one week by completing the Weekly Schedule worksheet.
3. Students will discover their time management areas of strengths and weaknesses by completing the Weekly Schedule, and by analyzing and writing about their time management discoveries.

Time Frame: 50 minutes

Materials:

- Handout: Categories of Time Management, page 3
- Handout: Blank Weekly Schedule Worksheet for each student, page 4
- Colored pencils and/or highlighters

Directions/Procedure:

1. Explain the importance of planning and organizing your time. One of the biggest challenges for high school/college students is managing their time efficiently. One of the reasons for this is many students work full time and try to go to school full time. In order for any students to be academically successful they need to set some academic goals and find a workable balance between school/studying, work and their personal and leisure life.
2. Generate a class discussion about the obstacles they face in managing their time. List these obstacles on the board. Examples may include, but not limited to the following: family commitments, working too much, too much fun, procrastinating, etc.
3. Give each student the following handouts: Categories of Time Management, page 3 and Weekly Schedule, page 4. Explain to the students that they are going to do an exercise to determine how much time they spend over the course of one week in each of the four categories on the handout. All categories must be included on the Student's Weekly Schedule.
4. Have students fill in the Weekly Schedule with a pencil. Fill in all the fixed items-see handout. Next, have students make a note of any blank spaces in minutes to see how much unaccounted time they have available during the week and how they can use it.
5. Students may adjust the time blocks on the schedule, but they may not add more hours into the week. ***There are only 168 hours in a week.***

6. After they complete the schedule have each student pick 4 different colored pencils or highlighters and color code their schedules, so they are able to see how their blocks of time are being spent.

ONLY USE 4 COLORS!

- a. Life Stuff category 1 color,
 - b. School/Study category 1 color,
 - c. Work category 1 color,
 - d. Leisure category 1 color.
 - e. *Any blank spaces leave uncolored.*
7. On the back side have the students list three specific things they learned about their time management skills by completing the weekly schedule. Have them share their discoveries with the rest of the class or in small groups.

Resources & References:

- Essential Study Skills, Linda Wong, 8th edition, Copyright 2015, Cengage Learning
- Lesson plan Adapted by Suzanne Glazos

Assessment/Evaluation:

1. Discussions with the class
2. Weekly Schedule worksheet
3. Student discovery responses

Extended Lessons:

- Bridges Time Management Lessons 2 & 3

Categories Of Time Management

Life Stuff	School & Studying	Work	Leisure
Hours needed to sleep at night in order to feel rested and alert.	Amount of time in class. Ex. 15 credits=15 hours of class time.	This category includes the following as work: <ul style="list-style-type: none"> • Jobs • Family obligations • Sports for school • Set appointments • Clubs • Volunteering • Church • Other fixed times in your week. 	Anything that you like to do in your free time that you are not told you have to do.
Eating meals-should be eating 3 meals a day.	Study time-use 2:1 ratio. For every credit you are taking you should be studying at least 2 hours a week- 15 credits=30 hours of studying a week.		FREE TIME TO SPEND AS YOU PLEASE.
Getting ready for the day and getting ready for bed.			Examples-Internet surfing, texting, spending time with friends, working out, reading an enjoyable book, etc.
Transportation to and from school and/or work.			



Weekly Schedule

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7-8am							
8-9am							
9-10am							
10-11am							
11-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							
9-10pm							
10-11pm							
11pm-12am							
12am-6am							