

Unit Topic: Time Management**Activity Name: Lesson #3, Time-Wasters and Time-Savers Role Play****Objective/Rationale:**

1. Students will be introduced to some of the most common Time-Wasters & Time-Savers that contribute to a person's productivity in the work place, school and in everyday life from a list distributed to them by the instructor.
2. Students will be able to identify and explain how some of the Time-Wasters & Time-Savers listed have affected particular outcomes or tasks in their lives by sharing specific examples with a partner.
3. Students will be able to create and act out Time Management scenarios that illustrate their understanding of the effects Time-Wasters & Time-Savers have on a person's success to complete a task.

Time Frame: 50 minutes**Materials:**

- List of Time-Savers and List of Time-Wasters, pages 3-4
- Paper and pencil

Directions/Procedure:

1. Give half the class a list of **Common Time-Wasters** and the other half of the class a list of **Common Time-Savers**, pages 3-4
2. Have the students with the list of Time-Savers get into groups of 2 and the students with the list of Time-Wasters get into groups of 2. Have each pair of students spend about 15 minutes reviewing their lists and discussing times in their lives when these Wasters or Savers affected a particular outcome or task they needed to accomplish.
 - **Example-SAVER-LEARN TO DELEGATE**
In biology class we had a final group project that we were given four weeks to complete. The groups were formed by the instructor and there were 4 members in each group. At our first group meeting, I suggested we divide the project up into parts. Each member was responsible for completing their assigned part. As a group we set a deadline for completing the parts and then we met as a group to put all the parts together.
 - **Example-WASTER-PROCRASTINATION**
My room needed to be picked up, dusted and vacuumed before I had friends over on Saturday night. I put off cleaning all week and decided to wait until Saturday morning. It required me to spend about 2 hours of cleaning to make it presentable. On Saturday morning I was called into work and I did not get home until 5pm. My friends were coming at 6pm. Consequently, I had to cancel due to my procrastination.

3. Students may use more than one item on the list for each example.
4. Once the students have spent some time discussing the **WASTERS & SAVERS** effects, organize the students into groups of 4's with 2 WASTERS and 2 SAVERS in each group.
5. Have each group create a real or fictitious scenario and then have the group role play it for the class. The scenario must include a time management problem, (See TIME-WASTERS), and a solution to the problem. (See TIME SAVERS).

Resources & References:

- Essential Study Skills, Linda Wong, 8th edition, Copyright 2015, Cengage Learning
- [Twenty Time Savers](#)
- Lesson created by Suzanne Glazos

Assessment/Evaluation:

1. Role play scenarios created and acted out by students

Suggested Homework/Extended Assignments

- Have each student find two illustrations from a magazine and/or the internet that represents 1-time-waster and 1 time-saver. Collect an illustration of each and bring to class to create a class collage titled, "Common Time Wasters & Time Savers." Hang the collage up in the classroom for viewing. Have each student share their own illustrations with the class. Follow-up discussion as needed.
- Bridges Team Building Lessons 1 & 2

TIME WASTERS

<ul style="list-style-type: none"> ○ social media ○ unmotivated ○ priorities/ lack of planning ○ unorganized and cluttered work space ○ surfing the web ○ distractions internal/external ○ doing other people's jobs ○ doing too many things ○ doubt ○ eating/snacking ○ excessive daydreaming ○ television ○ excuses ○ failure to delegate ○ failure to listen ○ fatigue ○ gaming ○ getting stuck in emotions ○ gossip ○ headaches ○ housework ○ inability to say "no" ○ indecision ○ inefficiency ○ interruptions ○ junk mail and e-mail ○ lack of authority ○ lack of deadlines ○ lack of direction/purpose and objectives ○ lack of internal support ○ lack of knowledge ○ lack of priorities ○ lack of response ○ lack of self-discipline ○ leaving tasks unfinished ○ arguments and conflicts ○ attempting too much ○ avoidance tasks ○ cell phones-texting 	<ul style="list-style-type: none"> ○ looking for things ○ losing things ○ mistakes ○ poor attitude ○ not enough time ○ not learning lessons ○ outside activities ○ over-analysis ○ over-planning ○ hanging out with friends ○ peer demands ○ perfectionism ○ personal disorganization ○ pets ○ poor attitude ○ poor communication ○ poor decision making ○ poor focus and concentration ○ poor planning ○ poor time management ○ prefer to "do it myself" ○ preoccupation ○ procrastination ○ reading unnecessary material ○ redoing something ○ reluctance to delegate ○ running errands ○ scattered mind ○ shopping ○ sickness ○ slow reading ○ socializing ○ spreading yourself too thin ○ stress ○ too much work to do ○ unplanned projects ○ always reacting ○ taking breaks ○ being overwhelmed
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TIME SAVERS

<ul style="list-style-type: none"> ○ Break big projects into small parts ○ Do not overschedule ○ Learn to say “NO” ○ Make To-Do-Lists ○ Plan your week ○ Think the Job through before acting ○ Learn to delegate ○ Avoid over commitments-BE realistic ○ Concentrate ○ Find a quiet place and time to accomplish tasks ○ Avoid interruptions ○ Prioritize tasks ○ Do difficult tasks early in the day ○ Take small breaks and exercise to clear head ○ Use big blocks of time for big jobs ○ Set flexible times aside for emergencies, crisis and interruptions ○ AVOID PERFECTIONISM! Minimize routine tasks-only give them time they deserve ○ Turn cell phones and computers off or on silent and away from your work area ○ Turn TV and music off ○ Make sure to eat and stay hydrated. ○ Learn to delegate ○ Make goals ○ Set time limits for making decisions and then act ○ Make monthly and weekly schedules. ○ Avoid sleep deprivation ○ Have a positive attitude ○ Establish a quiet hour or hours for you to accomplish tasks ○ Avoid marathon studying or cramming ○ Motivate yourself and set a REWARD up for completing the task on Time ○ Avoid multi- tasking 	<p style="text-align: center;"><i>ADD YOUR OWN IF DESIRE</i></p>
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