LEARNING TECHNIQUES

LESSON 6-5 ▲ TIME MANAGEMENT

**LEARNING GOALS/OUTCOMES**

* Assess what occupies time
* Determine time efficiencies
* Use a time management tool
* Analyze their personal use of time
* Create a simple plan to improve time management

**MATERIALS NEEDED**

* **Student Handouts:**
* How Do I Use My Time? Worksheet
* **Chart paper and markers**

**CLASSROOM ACTIVITIES**

1. **Ask students if they can figure up how many minutes there are in a year and then how many minutes there have been in their lifetime.** (Answers – 525,600 minutes in year which averages out to 6,832,800 for a thirteen year-old). Share with students that how they use their time is one way they can help themselves reach their goals.
2. **Handout the *How Do I Use My Time?* *Worksheet***and explain that students are going to be working independently on all three sections of the worksheet and will have time to discuss the sections with a partner. Assign partners.
3. **Instruct students to complete Part I of the worksheet,** which addresses how they spent their time yesterday.
4. **Instruct students to complete Part II of the worksheet,** which asks them to rate how well they manage their time in relationship to school and things like homework.
5. **Draw the students’ attention to the time use plan** (adapted from Stephen Covey’s Rocks in a Jar). Ask students to work with their partner to determine what is most important and how much time it takes up in their day. What is next important and how much time will it get? And finally, what is least important and how much time will it get? Encourage students to ask each other questions about the priorities and to expect that their answers may be different.
6. **Share with students that this plan should be saved for the student-led conferences to share with their parents.** Conclude the class by asking what students have found most interesting or most meaningful about how teenagers in this class use their time.

**STUDENT PRODUCTS**

* **Completed *How Do I Use My Time?* *Worksheet***

**ADDITIONAL RESOURCES AND OTHER INFORMATION**

* **SUPPLEMENTAL FACILIATOR NOTES**

Everyone, including teenagers, has a set of priorities for how they want to spend their time. This lesson focuses on how to help students set priorities focused on academic and social goals.

**Scale for PART II of the Time Analysis**

12 – 15 Points: **Great!** Students have awesome study and time management skills.

7 – 11 Points: **Okay.** Students have some good habits but they can use a little improvement.

6 or below: **Need Improvement**. Students can use some help with their study habits.

LEARNING TECHNIQUES

LESSON 6-5 STUDENT HANDOUT

HOW DO I USE MY TIME? WORKSHEET

***Part I.*** Think back over the last 24 hours and calculate how time you have spent on the following activities. Blanks are provided for you to add other categories if needed.

**I spent…**

\_\_\_\_\_\_\_\_\_\_ minutes on sleeping. \_\_\_\_\_\_\_\_ minutes with my family.

\_\_\_\_\_\_\_\_\_\_ minutes eating \_\_\_\_\_\_\_\_ minutes on TV or video games.

\_\_\_\_\_\_\_\_\_\_ minutes talking to my friends \_\_\_\_\_\_\_\_\_ minutes on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_ minutes on activities . \_\_\_\_\_\_\_\_\_ minutes on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Part II****.* Now let’s test how you spend your time on school. If your answer to the question below is *always*, put down a 3. If your answer is *sometimes*, put a 2. If your answer is *probably not*, put a 1.

1. I have a regular time for studying each day. \_\_\_\_\_\_\_\_
2. I write my assignments down and check the list regularly. \_\_\_\_\_\_\_\_
3. I always have the materials I need when I start to study. \_\_\_\_\_\_\_\_
4. I rarely distract myself with wandering away from the task when studying. \_\_\_\_\_\_\_\_
5. I do assignments in chunks to avoid last minute work. \_\_\_\_\_\_\_\_

***Part III.*** Reflect on how you answered the questions above and fill out the chart below.

|  |  |
| --- | --- |
| ***What are the things that I could do only sometimes, certainly not every day?*** |  |
| ***What are the things that I need to do regularly every day?*** |  |
| ***What are the really important things that need more time?*** |  |