

# Time Management

## Materials

- Slips of paper with tasks for activity
- Time Management Quiz/Golden Rules Handout (one for each student)
- Students should bring a pen or a pencil

## Preparation

- NONE

## Part 1

- *Now that you're in high school, you have a lot more freedom in how you manage your time than you did when you were younger. Some students think that by using a time management schedule they will lose that freedom. They fear they can no longer be spontaneous and have fun if they are committed to an inflexible schedule. But schedules can actually free you by making your time go further. Imagine how much extra time you will have to spend with your friends, watch TV, listen to music, or do other things that you enjoy if you can learn how to use your time efficiently. A schedule helps you to balance your time. It allows you to decide how much time you need to do the things that must be done. Once you organize your time, you will be surprised at how much free time you can have.*
- Using the slips of paper attached at the end of this lesson, have students work together to decide on the order of importance for each task and which items might not get done tonight. For items that don't have a time frame, have students decide how much time they will take and when they should do them. (\*NOTE: These are just some ideas that I came up with! Get creative and have fun!)

## Part 2: Post-Activity Discussion

- Process the group's decisions.
- *In planning your time, you have to ask yourself if this is something I have to do or just want to do. Which activities from the above list are a "want to do" and which are a "have to do?" There are several time management strategies you can use to help you meet your goals.*
  - *One method is to put the "have to do" before the "want to do" in order to accomplish your goals. For example, on your last test you made a D in Biology. Your goal is to make a higher grade. What do you have to do now?*
    - (Possible answers: You need to devote more time to studying and possibly change your study methods. Studying just during the commercial of a movie or your favorite TV show may not be the best way to improve your grades.)
  - *You can also group tasks together, like baby-sitting your sibling with cleaning your room.*
  - *Lastly, use outside resources, such as asking a friend to get your project supplies for you or asking your parents to pick them up on their way home from dinner.*
- *As you can see, time management is not always easy. The purpose of a time schedule is to give you a framework for using your time efficiently. Once you begin using your time more efficiently, you will find that you are achieving more and enjoying more free time than you did before.*
- If you have time you can also give students the Time Management Quiz / Golden Rules Handout to take now and you can process the results together, or they can take it home.

You have track practice from 3:00-4:30.

You are watching your younger sibling tonight from 7:00-8:30 while your parents go out to dinner.

Study for your test in Biology tomorrow.

Tuesday night movie of the week 8:00–10:00, which you have been dying to see.

Clean your room (a requirement from your mother).

The latest version of your favorite video game comes out tonight and all of your friends are going to be online playing it.

You have a project due in two days but you are required by your group to go to the store to buy your portion of the supplies they will be using in class tomorrow.

# Time Management Quiz

- |  |       |    |
|--|-------|----|
| 1. On weekdays, do you do your homework at about the same time?                          | Yes   | No |
| 2. Do you start studying before 8:00 p.m. each night?                                    | Yes   | No |
| 3. Do you study each night during the week?  | Yes   | No |
| 4. How many hours do you spend studying during the week?                                 | <hr/> |    |
| 5. Do you go to bed about the same time each night?                                      | Yes   | No |
| 6. How much sleep do you usually get each night?   | <hr/> |    |
| 7. How much time per week do you spend watching TV and movies<br>or playing video games? | <hr/> |    |

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# The Golden Study Rules

## **Rule #1**

Set a regular time period to study each weekday and on the weekend and stick to it.  
Don't make it late at night or you'll be too tired to work well the next day.

## **Rule #2**

Study every night even if you don't have assigned homework. You can read books or magazines, review and practice subjects where your skills are weak, or study ahead.

## **Rule #3**

Get enough sleep. Students your age should sleep 8-10 hours each night.

## **Rule #4**

Cut down on the number of hours you watch TV and movies or play video games.  
Ten hours a week should be the most time you spend on these.

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