

TIME MANAGEMENT

8.MEH.1.2 Design a plan to prevent stressors or manage the effects of stress.

- [Video clip](#)

Focus Step Quote

"The bad news is time flies. The good news is you're the pilot."

Michael Altshuler



Statement of Objectives:

- *As the quote suggests, today's lesson is about time management and its relationship to stress management. We will review some time management strategies and apply them to your many roles as an adolescent. By the end of this class you will each have a time management plan to guide your success for the remainder of the school semester.*

Time Management

- Time management refers to a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals.

or...

- **What will I do and how will I do it?**

Why learn time management?

- Poor time management = stress



- Common Road blocks:
 - The idea that time is adjustable rather than fixed
 - Idea that time management techniques don't work
 - Crisis management rather than time management
(*"But I work better under pressure."*)

Think, Pair, Share

- How is decision-making relevant to time management?
- Why is time management necessary for reaching your short-term goals?
- Why are short-term goals necessary for reaching your long-term goals?



- [How to Manage Your Time \(YouTube Clip 5:00\)](#)

Time Management Techniques

- Prioritization
- Time Mapping



Prioritization: A, B, C Rank Order

- Brainstorm a “To Do” list of everything you need to accomplish in one week (or month, or year). depending upon short- or long-term goals
- Assign an A to all of the things that must get done as soon as possible.
- Assign a C to all of the things you would like to do but are not essential.
- Assign a B to everything else.
- Rewrite your “To Do” List in the new order (A items, B items, C items), then complete these tasks in that order.

Time Mapping

- Make a “To Do” list of all things you need to complete in a week, and all things you would like to complete in a week.
- Assign a color to common tasks, for example:
 - Blue = time in school
 - Orange = school work
 - Green = afterschool activities
 - Yellow = work
 - Purple = family time
- Using a weekly calendar with hour segments of time, list the activity that needs to be completed in the block(s) and color-code each activity.

Monday	Tuesday	Wednesday

Time Sinks

- The things that take up more time than you anticipate and get you behind schedule
- What are some common “Time Sinks” that you deal with?

Hint: this might be one!



Guided Practice:

- Distribute Appendix 2 to students.
- Review all of the tasks that an eighth grader might be required to complete during a school week.
- Using the tools from the PowerPoint on time management, complete the handout.

Time Management



To do this week (Sunday night):

- Monday your dad is out of town so you have to watch your younger brother from 3:30–5:30, when your Mom comes home.
- Wednesday you have a test in Social Studies on migration and immigration in North Carolina.
- You want to play video games with two of your best friends.
- Tuesday night television show 8:00–9:00, which you have been dying to see.
- Straighten your room before going out this weekend (a requirement from your mother).
- You need to read two chapters of "White Fang" before Friday.
- Go to a friend's birthday party at the skate park on Saturday at noon.
- You have a project due in two days but you are required by your group to go to the store to purchase the supplies they will be using in class the next day.
- You have band practice after school on Tuesday and Thursday until 4:30.
- You know you will have a pop quiz in your science class sometime this week.
- You are allowed one hour per day on the family's computer.

First, write the order of how these tasks would be accomplished. Using the weekly calendar below, make a time schedule of how each item will get done and how much time each will take.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Potential Time Sinks? How will you deal with these?

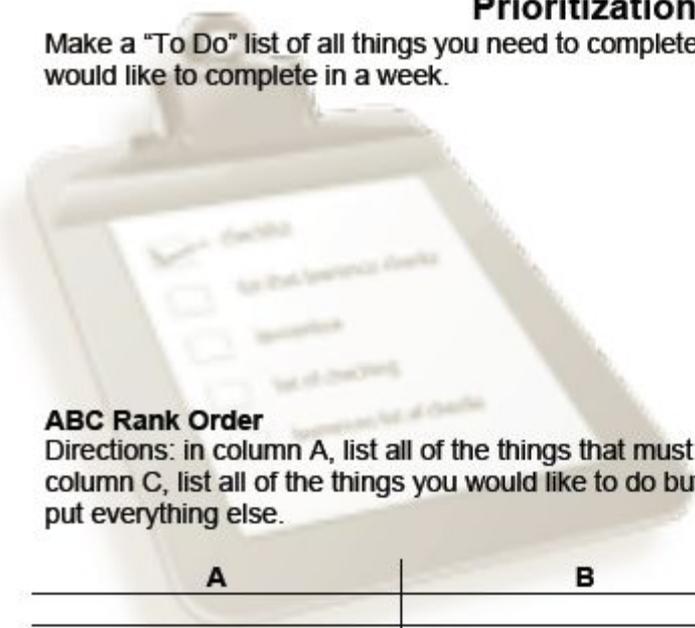
Independent Practice:

- Practice time management through prioritization and time mapping.
- Distribute Appendix 3 and have students use their existing schedules to practice these skills.
- Processing:
 - o *Where is most of their time going?*
 - o *Is it an appropriate use of time based on the “reward” or payoff?*
 - o *Were there any surprises?*

Practicing Time Management: Prioritization and Time Mapping

Prioritization

Make a "To Do" list of all things you need to complete in a week, and all things you would like to complete in a week.



ABC Rank Order

Directions: in column A, list all of the things that must get done as soon as possible. In column C, list all of the things you would like to do but are not essential. In column B, put everything else.

A	B	C

Rewrite your "To Do" List in the new order (A items, B items, C items), then complete these tasks in that order.

1.	10.
2.	11.
3.	12.
4.	13.
5.	14.
6.	15.
7.	16.
8.	17.
9.	18.

Time Mapping

Make a "To Do" list of all things you need to complete in a week, and all things you would like to complete in a week.



"To Do"

Time Mapping, cont.

Color Block: select a color to represent common weekly activities. Add a new block if needed.

time in school

school work

after-school activities

work

family time

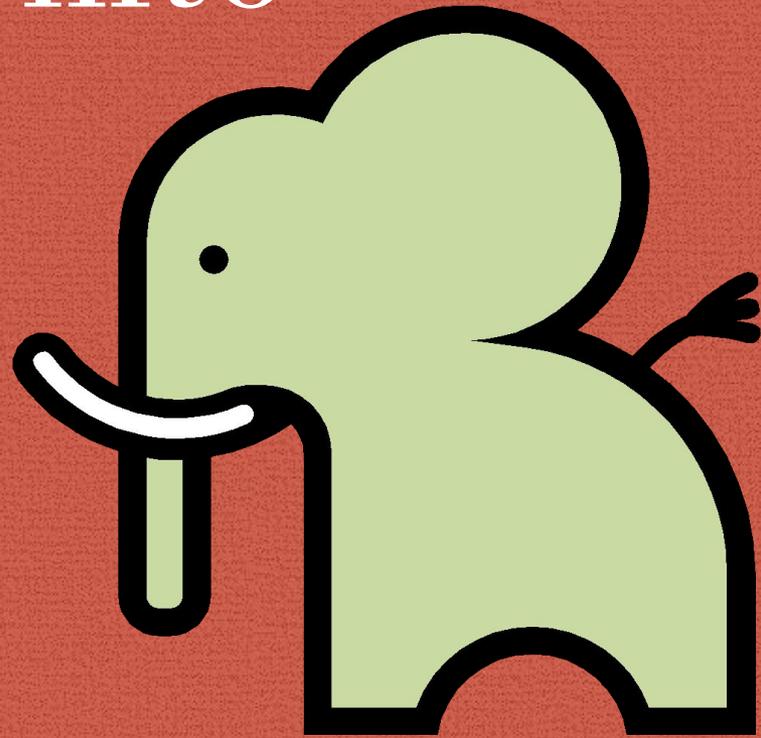
other _____

other _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8 am							
9 am							
10 am							
noon							
1 pm							
2 pm							
3 pm							
4 pm							
5 pm							
6 pm							
7 pm							
8 pm							
9 pm							

Final thought:

Turn elephants into
hors d'oeuvres.



Take a huge task and turn it into smaller chunks.

Closure:

- *Today's class was focused on learning the skill of time management. I hope that you will use one or both of the techniques (prioritization and time mapping) to assist you in planning your weekly or monthly activities to help achieve your short-term and long-term goals.*