

## **TIME MANAGEMENT/ORGANIZATION**

### **Essential Question:**

Why is it important to have effective time management skills?

### **Measurable Outcomes:**

- Students will maintain a binder/portfolio that is organized and thorough for the duration of the course
- Students will demonstrate their understanding of how to use their time efficiently by recording and analyzing their use of time for specific activities
- Students will describe the relationship between time and achievement of objectives
- Students will maintain a weekly planner where they record important dates, activities, etc.

### **Activity:**

As part of this course and to teach organization, all students must maintain and keep a binder/portfolio organized throughout the duration of the course. It will be graded at various times throughout the year.

Give students a copy of the Organization Practice Exercises. Also, walk around and randomly give students an appointment that has come up that they must also fit in the schedule. Discuss the importance of prioritizing their time.

Have students complete the Time Log Worksheet to see where they spend their time and how they could use it more wisely. Discuss what students discovered after logging each moment of their day.

Have students complete the Personal Time Wasters and Time Management Rating worksheet. Discuss answers with students.

### **Standards**

SP.PK12.US.2.2b

Use effective time-management, planning, and organization skills and strategies, including using a visual schedule or daily planner, setting goals and priorities, and locating, organizing, and sorting information.

G.K12.6.3.1d

Communication - Accomplish: Reflect on appropriateness of designed goal-setting plans; alter plans when appropriate; make future plans for goal achievement based on successes/failures.

### **Organization Practice Exercises**

**Description:**

Life can be crazy at times. Students should be in the habit of keeping a planner or calendar to best organize their time. Students will have to fit all activities into one week.

**Time Guideline:**

30 minutes

**Purpose:**

To emphasize how critical it is to be organized and to keep a planner.

**Resources:** Organization Exercises Worksheet

**Presentation:**

1. Distribute Organization Exercises Worksheet.
2. Remind students that all activities must fit into one week.

**Debrief:**

Discuss how hard it became to fit all twenty events into only seven days. Ask if any student had time to just watch TV or hang out with friends. Emphasize the importance of organization in everyday life.

## Organization Practice Exercises

In this activity, you must fit in all appointments in a seven day week. You may use a weekly calendar or list each activity and time. All 20 items must be on your calendar.

1. A friend who is away at college is coming back for the weekend. She wants to hang out with you before she leaves on Sunday but she does not get into town until Friday afternoon.
2. You have a part-time job and your schedule this week is Monday 5-8 pm, Thursday 5-9 pm, and Saturday 9 am-5 pm.
3. There is a Beta meeting after school on Thursday at 2:45 pm that you want to attend.
4. You have to college applications that you want to complete by the deadline on Friday.
5. Mom says your room must be cleaned before you can do anything this weekend.
6. You have a big English test on Friday and you still have 100 pages to read in *Shakespeare*.
7. Friday night there is a concert you want to attend.
8. You have a date Saturday night.
9. Your little brother's birthday party is Wednesday and you're having a family dinner. You have to help clean the house, cook the dinner, decorate, and buy his gift. It starts at 6:30 pm.
10. Read Chapter 5 of your History book and make a presentation about that the Constitution means to you. Due on Thursday at 3 pm.
11. Your math homework is page 187 numbers 1-35. Due on Tuesday.
12. Leadership class worksheets are due on Wednesday.
13. Canned Food Drive committee meeting is on Wednesday after school at 2:30 pm.
14. There is a Spanish test on Friday.
15. The Special Olympics committee meeting is after school on Monday.
16. Church is 10:30-11:45 am on Sunday.
17. Mom just called and made you a dentist appointment on Tuesday at 2:30.
18. You have been tardy 8 times this semester and must serve morning detention two days this week.
19. The National Honor Society induction ceremony is Friday afternoon at 3 pm.
20. You must change the oil in your car sometime this week. Usually takes 45 minutes.

If you use this sheet properly, it will help you keep an accurate accounting of your time throughout the week. And, if you do this each day as expected, you will have a good picture of your personal time use. Once you've completed the sheet, think about any changes you should or would like to make.

Activity	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
In-Class Time								
Study/HW								
Eating								
Exercise or Sports Practice								
Social Media or web browsing								
Other Media: TV, Movies, internet videos								
Family time								
Miscellaneous Personal Time								
All other Recreation								
Commuting or Travel Time								
Other:								
<b>Totals:</b>	<b>24 Hours</b>	<b>24 Hours</b>	<b>24 Hours</b>	<b>24 Hours</b>	<b>24 Hours</b>	<b>24 Hours</b>	<b>24 Hours</b>	<b>24 Hours</b>

Make sure you have completed it correctly. Each column represents one day (one 24 hr period), therefore all the times should add up to equal exactly 24hrs each day. When the entire week has been completed, add up each category total and list it in the far right column. Any time spent cannot be regained; was yours used, invested, or wasted?

**Description:**

Time wasters are things that prevent us from using our time to do something that is more valuable or more important. Even though you might spend the same or more time doing them, the benefits you may have received from that time are greatly diminished because of how you utilized the time. When you control your behaviors and choices to minimize the wasted time, you produce more value for yourself each day. Understanding which things are wasting your time and which things are adding benefits to your life will help you prioritize effectively.

**Time Guideline:**

30 minutes

**Purpose:**

To emphasize how much time we waste and how to make better use of our time.

**Resources:** My Time Wasters Worksheet

**Presentation:**

3. Distribute My Time Wasters Worksheet.

**Debrief:**

Discuss with students how much time they waste when they totaled it all up. Ask them to make goals about how to make better use of their time.

**MY TIME WASTERS**

Check the box that identifies the time wasters in your life.

	Usually a problem	Sometimes a problem	Rarely a problem
<b>Planning</b>			
Not setting goals			
No daily plan/itinerary			
Lack of prioritization			
Tasks left unfinished			
Always seem to be 'putting out fires' or reacting to crises			
No self-imposed deadlines (all deadlines are externally assigned)			
Trying to do too much in too little time			
<b>Organizing</b>			
Personally disorganized – don't use or keep things orderly/organized			
Have to do things over again or taking more steps than needed			
Confusion about responsibilities and who's in charge of what			
Work areas (desk, room, table, house, etc.) disorganized			
<b>Managing</b>			
Doing everything myself			
Getting over-involved or caught up in routine details			
Not delegating effectively			
Lack of motivation for tasks			
Failure to manage conflict well			
Difficulty coping with changes			
<b>Control</b>			
Lack of focus/discipline			
Too many things on your plate at one time			
Making mistakes or falling short of performance goals			
Saying 'yes' to too much			
Not having standards for performance/results			
Consistently operating with incomplete information			
Distractions from visitors/friends/family/coworkers			
Interruptions from phone, email, social media			
<b>Communication</b>			
Scheduling/leading/attending meetings			
Unclear or over/under communication with boss/team members			
Not listening well or not listening for understanding			
Constant socializing while or instead of being on task			
<b>Decision-Making</b>			
Making hasty or rushed decisions/judgments			
Indecisiveness or Putting off making a decision			
Waiting until or wanting all facts before taking <i>any</i> action			
Perfectionism			

**Description:**

It is important to evaluate yourself to see how you can grow. Time management must be analyzed in order to be successful.

**Time Guideline:**

30 minutes

**Purpose:**

To emphasize how much time we waste and how to make better use of our time.

**Resources:** My Time Management Worksheet

**Presentation:**

1. Distribute My Time Management Worksheet.

**Debrief:**

Discuss the time management rating that students had. Emphasize the importance of a good time management rating.

**RATING MY TIME MANAGEMENT**

Read each question below. Mark the column that best describes your response to the question. BE HONEST WITH YOURSELF. If the responses are not accurate, the results won't matter.

	5	3	1	0
	Often	Sometimes	Seldom	Never
Do you take on more work than you can handle?				
Do you spend your vacation or rest time worrying about what you have to do?				
Do you have trouble remembering whether you did a particular thing or not?				
Do you find that interruptions are making it unable for you to work effectively?				
Do you become hesitant or uncertain about what you should do next?				
Does the time seem to pass very slowly for you while working?				
Do you find yourself thinking about the small details too much?				
Does the time seem to pass much too quickly?				
Is your work area messy?				
Are your notebooks and bags disorganized?				
Add your scores based on the numbers above the boxes you've checked and write it here.				

**Rating scale:**

- 0-15            You manage your time well
- 16-34        You are average at time management, but there are ways you can improve
- 35-50        You manage your time poorly