

# Lesson Plan for Time Management

## Goals:

- Students will become aware of how they use their time.
- Students will become aware of specific strategies to manage their time.
- Students will practice time management strategies.

## Materials Needed:

Copies of the "Where does the time go?" (1 for each student)

Copies of the "Time Management Tips." (1 for each student)

Student Planner

Week Planner

"Twelve Steps to Success"

## Procedure:

### Day One:

Discuss rigor expected in HS.

Ask students how they manage their time.

What works?

What doesn't?

Assign "Where does the time go?" Have the students keep precise track of their time for three days.

Discuss with students their goals when it comes to grades and their classes - tie in how time management can aid in that.

### Day Two & Three:

Take students through the Four Steps of Time Management

#### Step #1 Long-Term Plan

- Use the District Calendar on Page 46 of the Student Planner
- Have students indicate large assignments and events on this calendar. Develop "codes" for common long-term items...
  - Project due dates
  - Paper due dates
  - Test dates
  - Finals
  - Birthdays
- Make sure to check this "master" plan once in awhile so the students get used to indicating these important dates.

#### Step #2 Student Planner

- Discuss ways to use the Student Planner
  - Including...
    - Indicating appointments, tests, projects and assignments.
    - Checking planner each day before homework/study time and before bed to get ready for the next day

#### Step #3 Homework/Study Time

- Discuss the importance of establishing a regular time and place for homework and studying.
- Discuss, with input from the students, their successful techniques and planning as well as the lack of success.

#### Step #4 Daily Checklist

- Encourage students to create a “To Do” list with priorities that they check each day.
  - Suggest...
    - “Post-It” notes in the Planner
    - Section of each day in the planner becomes the “To Do” area

#### Day Four:

Discuss the “Where does the time go?” assignment.

- Ask reflective questions to help the students decide if they used their time effectively.
- Separate students into groups of three or four. They need to discuss better ways to use their time and create goals to do so - using the “So, this is where the time goes...” sheet

*Check the planners daily during announcements. Keep your students accountable for using their planners and creating time management skills. Feel free to require struggling students to show you their homework that is due that day - let them know you care about their success 😊*

#### Reflection Questions:

What goals do you have for your use of time this trimester? How is that different from what you did last year? How will the student planners help you?

(Teachers: Please feel free to add to or change the reflection questions.)

\*\*\*Remember that some kids will think that they use their time effectively - you have to relate their success in school to this use of time. This is difficult to do, but that is our job as Ram Prep teachers.

Name \_\_\_\_\_

## Where does the time go?

**Directions:** Put the amount of time you spend in each of these activities as you go through the next three days. Use decimals to indicate parts of an hour. If something you do is not indicated by one of these categories, add your own at the bottom. Make sure each day adds up to 24 hours!

<b>Category</b>	<b>Actual Time Used Day One</b>	<b>Actual Time Used Day Two</b>	<b>Actual Time Used Day Three</b>
Sleeping/Resting			
Dressing/Hygiene			
Eating			
Travel			
Classes			
Extra Curricular			
Work			
Chores			
Appointments			
Study Time			
Homework Time			
Volunteering			
Leisure Time			

## So, this is where the time goes...

**Directions:** Calculate the average time you spent on each of the following activities over the last three days, put that average in the “Actual Time Used presently.” Work with your group to discuss your choices and potentially better ways to use your time, put those suggestions in the next column, “Time Suggested by my Group.” Then decide on your goal and record that in the next column.

Category	Actual Time Used presently	Time Suggested by my Group	My Time Management Goal
Sleeping/Resting			
Dressing/Hygiene			
Eating			
Travel			
Classes			
Extra Curricular			
Work			
Chores			
Appointments			
Study Time			
Homework Time			
Volunteering			
Leisure Time			



Average of the  
last three days.

# Time Management Tips

- Develop blocks of homework/study time - no more than 50 minutes at time and schedule weekly reviews and updates.
- Prioritize assignments - start with the most difficult subject or task.
- Develop alternative study places free from distractions.
- Use your time wisely - use your “bits” of time while walking, riding the bus, etc.
- Review studies and readings just before class.
- Review lecture material right after class.
- Schedule time for critical course events.
- Create a simple “To Do” list
- Use your Daily/Weekly Planner
- Plan long-term - use a monthly planner as well as a daily planner.

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