

17 Practice Time Management Techniques

TRANSITION OBJECTIVE

Students will practice the steps for managing time by making a schedule and reviewing their progress.

RELEVANCE TO SUCCESSFUL TRANSITION

To effectively manage time, we must first manage our lives. After developing our mission statement, determining our roles in life, building relationships and defining our responsibilities and priorities, we can set our goals. At this point we are ready to manage our time effectively.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I write down my schedule when . . .

❑ STEP 2: Convene Roundtable

"When I use a calendar, I feel ____."

❑ STEP 3: Advance Organizer

"Today you will practice time management steps by following a schedule and reviewing your progress."

❑ STEP 4: Activity - 45 Minutes

Quickly review the eight steps for effective time management. Have students work on steps seven and eight in this lesson. To start, students review their mission statement from the handouts **Roles and Responsibilities** and **Setting Priorities and Goals**.

Using their completed worksheet in the prior lesson **Setting Priorities and Goals** students develop a schedule to show their activities for the next week. Using the **Time Management Weekly Schedule** students write in their activities for the next week. Remind students that the activities must reflect their roles, relationships, responsibilities, priorities and goals. Allow students to work with a partner, if needed. Assist students with this assignment by clarifying and offering examples and ideas.

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LIFE MANAGEMENT: Unit 2 LESSON 17

Time Management Weekly Schedule

Look at the handouts from the last two lessons. Review your Mission Statement, Roles and Responsibilities, and Setting Priorities and Goals. Write the things you need to do each day, based on this information.

Day Time	Monday	Tuesday	Wednesday	Thursday	Friday
6:00 am to 8:00 am					
8:00 am to 12:00					
12:00 to 3:00 pm					
3:00 pm to 5:00 pm					
5:00 pm to 7:00 pm					
7:00 pm to 10:00 pm					

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LIFE MANAGEMENT: Unit 2 LESSON 17

Check Your Progress

Look at your Time Management Weekly Schedule. Check the time period for each day. If you did what you planned for that time, mark OK. If you did not do what you had planned, mark an X through the block. Count the number of OKs and mark the total on the line below. Count the number of Xs and mark the total below. For an average divide each number by 30.

Total number of OKs _____ divide by 30 = _____%

Total number of Xs _____ divide by 30 = _____%

Answer these questions:

1. Did you have a higher percentage of OKs or Xs?
2. Why was this higher than the other?
3. What can you do to increase the number of OKs?
4. How did planning your schedule this way help you?
5. How did planning your schedule help you with each of your roles?
6. How did your schedule help you prepare for each of your responsibilities?
7. How did your schedule help you with your priorities and goals?
8. How can you improve your schedule next week?

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Go over the handout **Check Your Progress**. Explain to students that they should use this handout to evaluate their progress. This shows how well they kept their schedule for

the week. Go over the handout. Check to make sure that students understand.

□ STEP 5: Activity - 1 week later

In one week take a few minutes at the beginning of class to have students evaluate their progress by using the handout **Check Your Progress** and their weekly schedule.

□ STEP 6: Evaluate Outcomes

My most important role, right now, is “_____.”

□ STEP 7: Connecting Activity

Ask at least two adults to show you their calendar or the way they keep their schedules. If possible use the Internet to demonstrate how they can access calendars to use for scheduling their activities. Follow up by having them practice setting up their own calendar on the computer during a computer lab session.

KEY WORDS

weekly

schedule

progress

management

MATERIALS AND PREPARATION

- Student Handouts: **Time Management Weekly Schedule**, page 83; **Check Your Progress**, page 84.
- Prepare a sample of the handout **Time Management Weekly Schedule**, showing your weekly schedule.
- Plan to go over the handout **Check Your Progress** one week from now. Prepare to discuss your own progress by keeping a weekly schedule. Explain your schedule to the class.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Math, Listening, Speaking
- Thinking Skills: Decision Making, Problem Solving
- Personal Qualities: Responsibility, Sociability, Self-Management, Integrity/Honesty