

# 15 Learn Eight Steps for Managing Time

## TRANSITION OBJECTIVE

Students will learn eight steps for managing time and will then write a mission statement.

## RELEVANCE TO SUCCESSFUL TRANSITION

Time management is actually a term that can be expanded to life management. To effectively manage time, we must first manage our lives by planning, preparing and building relationships. One way to successfully manage time is to use the eight-step process described in this lesson.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I manage my time well by . . .

### ❑ STEP 2: Convene Roundtable

"When I think of managing my time, I feel \_\_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will learn eight steps to effective time management and write a mission statement."

### ❑ STEP 4: 20 Minutes

Show students the book, *Seven Habits of Highly Effective People*. Tell students that the author, Stephen Covey, states we cannot manage our time well until we've learned to manage our lives. Have students take turns reading the handout **8 Steps for Managing Time**. After each paragraph, clarify and answer questions. Stimulate ideas and input from all students.

### ❑ STEP 5: 25 Minutes

Have students read and complete the assignment on the handout **My Mission Statement**. In this assignment, they write their own mission statement and draw or find a picture that depicts their mission. Give an example of your own or a sample mission statement that they might use as a model. Provide magazines for students who wish to

find a picture and markers for those who prefer to draw.

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LIFE MANAGEMENT: Unit 2

LESSON 15

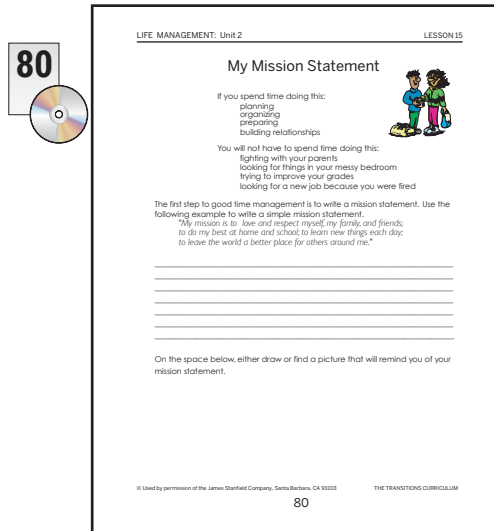
### 8 Steps for Managing Time

- 1 Develop Your Mission in Life:** In his book, *The Seven Habits of Highly Effective People*, Stephen Covey states that in order to manage your time, you must first manage your life. To do this, decide what you believe in and what you want out of life. In other words, if you died today, what would you want your family and friends to say about you? What would they say about how you treated other people? Or how you acted? Your next step is to decide what is most important to you. Covey calls this your mission statement.
- 2 Determine Your Roles:** When deciding what is most important, start with the many roles you play in your life. First, you are your own person. You are also a son or daughter, grandson or granddaughter, student and friend. You might be a brother or sister, boyfriend or girlfriend, teammate and employee.
- 3 Develop Your Relationships:** We plan and prepare to build our relationships with family, friends, teachers, classmates, teammates, and co-workers. This includes being caring, thoughtful and respectful of our parents, sisters and brothers, friends and others we know and see on a daily basis.
- 4 Define Your Responsibilities:** In each of your roles, you have responsibilities for how you act. You also have responsibility for how you treat others and what you do for others. It is important to define your responsibilities in each role.
- 5 Determine Your Priorities:** Your priorities determine how you spend your time. You can begin to manage your time based on your mission in life and your responsibilities in each of your roles. By staying true to your mission statement and your roles and responsibilities, you will manage your time more effectively.
- 6 Set Your Goals:** In this step, you will set goals to make your life what you want it to be. Look at your mission statement, your roles, responsibilities and priorities. Now, set your goals.
- 7 Make and Follow Your Schedule:** To manage time, Covey says we must put our energy into planning and preparation. To make a schedule, you first need to give yourself time for planning and preparing. Here are the kinds of things you will build into your schedule: Keeping your things clean, organized and put away. Making time for chores and homework. Spending time with family and friends for fun activities. Making time to thank people and to help others. Making time to be a good student or employee.
- 8 Review Your Progress:** To be successful, you need to look at your progress each week. Put yourself on the back for things you did well. Change the things that did not go well. Plan your schedule so that you will be successful in all your roles.

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THE TRANSITION CURRICULUM

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### ❑ STEP 6: Evaluate Outcomes

Having a mission statement will help me "\_\_\_\_\_."

### ❑ STEP 7: Connecting Activity

Using the example of a mission statement on **My Mission Statement** my first goal would be to: tell all the important people in my life that I care for and appreciate them.

Reflect on your mission statement and think of one goal you want to set and accomplish.

## KEY WORDS

**time-management**  
**determine responsibilities**

**mission statement**  
**priorities**

### MATERIALS AND PREPARATION

- Student Handouts: **8 Steps for Managing Time**, page 79; **My Mission Statement**, page 80.
- Provide a copy of Stephen Covey's book, *The Seven Habits of Highly Effective People*, for students to see and read (found in public libraries and book stores; also on tape).
- Prepare a sample of the worksheet **My Mission Statement**. Have magazines and markers available.

### SCANS FOUNDATION SKILLS

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