

16 Organize Your Time

TRANSITION OBJECTIVE

Students will practice the steps for managing time by determining their roles, building relationships and defining responsibilities, priorities and goals.

RELEVANCE TO SUCCESSFUL TRANSITION

To effectively manage time, we must first manage our lives. The first step is to develop our mission statement. Next, we determine our roles in life, build relationships and define our responsibilities and priorities. Then we set goals based on this foundation.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I manage my time by . . .

❑ STEP 2: Convene Roundtable

"When I get things done on time I feel ____."

❑ STEP 3: Advance Organizer

"Today you will practice time management steps two through six."

❑ STEP 4: Activity - 20 Minutes

Quickly review the eight steps for effective time management from *Lesson 15*. Explain that students should work on steps two through six in this lesson. To start, students review their mission statement with a partner. Now tell them they should work on steps two, three and four. Review the concept of roles with students and give them an example of the roles in your life (i.e. husband/wife, parent, teacher, friend, leader, uncle/aunt and coach). Go over the directions in the handout **Roles and Responsibilities**. Allow students to work with a partner, if needed. Assist students with this assignment by clarifying and offering examples and ideas. Have students discuss their roles with a partner, then ask volunteers to share some roles with the class. In summary, review again the importance of managing your life in order to manage your time.

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LIFE MANAGEMENT: Unit 2 LESSON 16

Roles and Responsibilities

Circle the roles in your life from the list below:

son / daughter	student
sister / brother	classmate
friend	teammate
employee	boyfriend / girlfriend
club member	youth group member
volunteer	other: _____

Write your roles in the first column. In the second column, write how you will build and maintain relationships with people in this role. Write your responsibilities in this role in the third column.

Your Role	How will you build and maintain relationships of this role?	List your responsibilities in this role:

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LIFE MANAGEMENT: Unit 2 LESSON 16

Setting Priorities and Goals

Look at the handout, "Roles and Responsibilities." Write your responsibilities in the first column. In the second column, write your priorities for each of your responsibilities. Write a goal for each of your priorities in the third column.

List your responsibilities	List your priorities for each responsibility	Set a goal for each of your responsibilities

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□ STEP 5: Activity - 25 Minutes

Have students work on steps five and six by completing the handout **Setting Priorities and Goals**. Begin by showing students a sample of your completed worksheet **Setting Priorities and Goals** on the screen image. Explain how you determined your priorities and then set your goals.

□ STEP 6: Evaluate Outcomes

"My most important role right now is ____."

□ STEP 7: Connecting Activity

Talk with someone (friend, family member, etc.) about the roles in their life and which ones are easiest or most difficult. Ask them about goals they have set and how it has helped.

KEY WORDS

roles**relationships****reliability****dependability****MATERIALS AND PREPARATION**

- Student Handouts: **Roles and Responsibilities**, page 81; **Setting Priorities and Goals**, page 82.
- Prepare a sample of the worksheet on a screen image by using your roles as examples.
- Prepare a sample of the worksheet **Setting Priorities and Goals** using your examples.

SCANS FOUNDATION SKILLS

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