Lesson Plan: Introduction to Time Management/Setting Priorities

1. Begin class discussion by asking students to name one thing they feel they never have time to do. Ask the class to think of what is causing them to feel that they don't have enough time. Teacher should make note of any common themes in student responses.

2. Ask the class what can be done to create more time for the things they want to do. After students respond explain that, while we can't actually get any more time, what we CAN do is manage time.

3. Explain to class that, in order to manage time, we must:

• Consider everything we HAVE to do and WANT to do during the day.

 Understand how much time each activity in a day will take

 Make a plan that helps us get through the day

4. End the introduction by explaining to students that, if they learn to manage their time, they might be surprised at how much they can get done. The real reward to time management, though, is feeling less stressed and more in control.

5. **Assignment:** Have each student take out a piece of notebook paper. On the front side of the paper, have students make four columns… Have To’s, Time Needed, Want To’s, Time Needed.

6. Students must list all their "Have-to's" and "Want-to's'. Instruct students to write things that have to get done every day under the "Have-to’s" column, and all the things that they want to do but don't have to do in the "Want-to" column. Tell them they might want to start with what they listed in the beginning of class as the thing they feel they never have enough time to do. Ask them to estimate the amount of time each activity will require and write it down in the time needed columns for each activity.

7. Now that students have looked at what takes up time in their lives, they can make a "Time Budget" to fit it all together. They must REDO the schedule to fill in their time budget in minutes. **The time budget should add up to 24 hours (one day)**, so students might have to add or subtract time from some of their activities in order to "balance" their budgets.

9. When students complete their time budgets, ask them to share what they learned with the class. Teacher should help students reflect on how they can control their time.

**Time Management Lesson**

Directions: Create a chart of Have To’s and Want To’s. In the left column, write down all the things you HAVE to do each day and estimate how much time each activity takes. Do the same thing in the right column for all the things you WANT to do (watch TV, play video games, etc.).

|  |  |  |  |
| --- | --- | --- | --- |
| Have To’s | Time Needed | Want To’s | Time Needed |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |
| 4 |  | 4 |  |
| 5 |  | 5 |  |
| 6 |  | 6 |  |
| 7 |  | 7 |  |
| 8 |  | 8 |  |
| 9 |  | 9 |  |
| 10 |  | 10 |  |
| Total Time |  | Total Time |  |

Now redo the chart, but budget/balance your time for a 24 hour period.

|  |  |  |  |
| --- | --- | --- | --- |
| Have To’s | Time Needed | Want To’s | Time Needed |
| 1 |  | 1 |  |
| 2 |  | 2 |  |
| 3 |  | 3 |  |
| 4 |  | 4 |  |
| 5 |  | 5 |  |
| 6 |  | 6 |  |
| 7 |  | 7 |  |
| 8 |  | 8 |  |
| 9 |  | 9 |  |
| 10 |  | 10 |  |
| Total Time |  | Total Time |  |