

C17-L1

Effective use of Time		Core Competency: C17	Level 1, Introductory
Demonstrate time management			
Time to complete: 120 minutes			
Objectives	Upon completion of this lesson students will be able to: 1. Understand the importance of managing one's time 2. Understand the value of day planners		
Cross Competencies	G41 Apply critical thinking skills G53 Exhibit work ethics and behaviors essential to success G56 Demonstrate an ability to analyze the strengths and weaknesses of self and others H60 Demonstrate punctuality and good attendance practices H76 Demonstrate familiarity with a variety of technologies.		
Core Standards	Career and Vocational/Technical Education: Content Standards 2, 4 and 6 Workplace Competencies: Content Standards 1, 2 and 3		
Resources			
Materials in Lesson Plan	Other Supplies Required	Supplemental Resources	
<ul style="list-style-type: none"> C17L1HO1 Day Planners C17L1WS1 Spending Time 	<ul style="list-style-type: none"> Day Planner 	<ul style="list-style-type: none"> MS Outlook on Computer 	

MCA	Portfolio Project	Guest Speakers	Program of Work
		<ul style="list-style-type: none"> Invite an employer to address how ineffective time management affects his/her business financially. Invite a guest speaker to share his/her techniques for managing time. 	
Civic Engagement	Indian Education for All	Career Pathways	Competitive Events
			Decision Making Critical Thinking

Suggested Instructional Approach		Notes
Introduction	<p>The objective of this lesson is to give students a sense of accomplishment and help them organize their time to find possible gaps or "wasted" spaces.</p> <p>Discuss the idea that being a good student or a good worker sometimes means making choices or occasionally saying no. Students definitely need to have a balance of work and play, but over commitment can be a problem for students. There may be times when a fun activity or even another school function needs to be declined for the sake of an exam or paper. It will benefit students to learn that no one can do everything all the time without serious consequences.</p> <p>Sometimes time management is about finding the best time to work. Help students understand that all time is not equal. Everyone has a time of the day when they're most productive. If students can find their "best" time, then they can focus studying around those times and relax during their less productive hours. Ask students to evaluate when they feel most productive, when they feel most inclined to take a nap and when they have the most energy.</p>	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • If you have access to computer, determine what is necessary to set students up with an Outlook account. 	
	<ol style="list-style-type: none"> 1. Handout <u>C17L1WS1 Spending Time</u> and have students spend 1 week tracking their activities. At the end of the week have them complete the worksheet so that they have a report to analyze how they spend their time. 2. Distribute <u>C17L1HO1 Day Planners</u>. Discuss the importance of keeping a day Planner. Determine if students are currently using a day planner. If so have them bring with them to class everyday, if not arrange for students to have a day planner. Solicit day-timers for the students from businesses in town who often use them for promotional purposes or have a class in school develop them and give them to the students. Or have the students develop one and sell it to other students as a fund-raising project. 3. Give students a daily planner. Use class time to have them fill in the pages with every activity they're involved in, including sports, music, academics and even social time. Discuss the idea of organization and how it can help with time management. Instruct students to check or mark off tasks as they're completed each 	

<p>day. Make it clear that there should be no activity or task that is not noted on their schedule. After a week of using the schedule, use a class period to discuss how it makes them feel to check off activities or look back and see all of the activities they have completed. Have students take a highlighter and mark areas in each day where no assignments or activities were scheduled. Discuss the idea of using their "free" time to accomplish small tasks, such as reviewing notes for an exam or reading a portion of a larger assignment. After week two, discuss whether or not students have noticed a difference in their evening workload when they fill in gaps of unused time during the day.</p>	
Assessment	Completion on time management activity
Supplemental Activities	<ul style="list-style-type: none"> • Invite a guest speaker to share his/her techniques for managing time. • Invite an employer to address how ineffective time management affects his/her business financially. • Have students brainstorm strategies that can be used to better manage time • Place a time clock in your classroom and have students clock in each day to develop an awareness of arriving on time. • Have students keep a daily planner; check daily or at unscheduled intervals to insure that the planner is being used. You could even make this a part of their grade.