

C17-L2

Time Management Analysis		Core Competency: C17	Level 2, Intermediate
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. Conduct a Time Management Analysis 3. Understand the importance of avoiding procrastination.		
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.		
State Standards	Career and Vocational/Technical Education: Content Standards 2 and 3 Workplace Competencies : Content Standards 1, 2 and 4.		
Resources			
Materials in Lesson Plan		Other Supplies Required	Supplemental Resources
<ul style="list-style-type: none"> • C17L2HO1 Manage Your Work • C17L2HO2 Tips for Successful Time Management • C17L2HO3 Avoiding Procrastination • C17L2WS1 Time Management Analysis • C17L2WS2 Set Your Priorities • C17L2WS3 Master of Procrastination 			<ul style="list-style-type: none"> • Day Planner • MSO Outlook on Computer

MCA	Portfolio Project	Guest Speakers	Program of Work
		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>Developing time management skills is a journey that may begin with this unit, but needs practice and other guidance along the way.</p> <p>The goal is to help your students become aware of how they use their time as one resource in organizing, prioritizing, and succeeding in their studies in the context of competing activities of friends, work, family, etc.</p> <p>How do your students spend their time each day? These applications of time management have proven to be effective as good study habits.</p>	
Preparation	<ul style="list-style-type: none"> • Make copies of student handouts. • If you will be access to computer, set determine what is necessary to set students up with an Outlook account. 	
	<ol style="list-style-type: none"> 1. Distribute <u>C17L2HO1 Manage Your Work</u> and discuss with your students the concepts discussed. Have them share tools and techniques that they use to help with time management. 2. Have students complete <u>C17L2WS1 Time Management Analysis</u>, this will be a weeklong project so that the students have an opportunity to record how they spend their day. 3. After one week of tracking use of time have students complete <u>C17L2WS2 Set Your Priorities</u>. 4. The final element of developing effective time management skills is to have the focus on keeping an agenda. Discuss <u>C17L2HO2 Tips for Successful Time Management</u>. Have the entire class discuss strategies that will make them all more success in time management. 5. Have a student write the word procrastination on the board. Have students share the ways they “waste time” and list tasks they do not complete as a result of procrastination. Brainstorm ways to eliminate the “time wasters” and ways to complete the tasks the students have identified. 6. Present <u>C17L2HO3 Avoiding Procrastination</u> and emphasize the difficulties the students will face if they become one who always procrastinates. 7. Have students complete <u>C17L2WS3 Master of Procrastination</u>. They will analyze themselves and reflect on the importance of time management. 	
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.• 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.• 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.	
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