

Time Management and Study Skills - Monday 10/21

The Basics	Objectives	Start Here
Grade 9 - 12 Theme: Success Skills Duration: 15-20 Minutes	Students learn skills to help them succeed with homework and better manage their time.	There are only 24 hours in each day. Having skills to effectively plan this time will help to get organized and eliminate stress.

REQUIRED ACTIVITIES:

1. Team Building Activity: Time Wasters
 - a. The goal of this activity is to learn how to overcome time wasters.
 - b. The group is divided into four teams. Each team is given an envelope that contains four index cards, and a time waster is listed on the back of the envelope or a sheet of paper.
 - i. Time waster suggestions (Feel free to change any of these as you see fit to meet your unique group needs)
 1. Social Media
 2. Playing video games
 3. Watching shows
 4. Cluttered work space
 - c. The team gets two minutes to write as many ways to overcome that time waster and write it on one index card. Then they pass the envelope/sheet of paper to the next group, and so on.
2. Afterward each team presents their results, all vote on the best ones, or however you want to go over the results.. *Skills: Communication; creative collaboration*
3. Students will chart their current day.
4. Students chart how they can improve their time management.
5. Students will make a plan to improve their time management
6. Have students complete an exit ticket answering the following question: "What is the biggest barrier to managing your time well? How can you overcome this?"

ADDITIONAL ACTIVITIES:

1. Brainstorm a list of activities that students do on a daily basis.

STUDENT WORKBOOK PAGE

UNIT 2: 11TH GRADE ACTION PLAN

lesson 11: managing your time

outcome: *Analyze your time management to fit academic action steps into your everyday routine.*

DIRECTIONS: Select a different color for each of the activities listed below. Using the chart to the right, color in how you spend your 24 hours in a typical day. Then, color in how your day would look different if you spent more time focusing on your priorities, including your SMART academic action steps from Lessons 9 and 10.

KEY:

- ☐ Home responsibilities, including chores and looking after siblings
- ☐ School
- ☐ Travel
- ☐ After-school activities, including sports, clubs, and work
- ☐ School work/homework (outside of regular school hours)
- ☐ Personal time, including getting dressed, bathing, talking on the phone, watching TV, using the computer, etc.
- ☐ Meals (breakfast, lunch, dinner, snacks)
- ☐ Sleep
- ☐ Test preparation and studying
- ☐ Other _____

Time	My Typical Day	What my day looks like when I focus on my priorities
6 am		
7 am		
8 am		
9 am		
10 am		
11 am		
12 pm		
1 pm		
2 pm		
3 pm		
4 pm		
5 pm		
6 pm		
7 pm		
8 pm		
9 pm		
10 pm		
11 pm		
12 am		
1 am		
2 am		
3 am		
4 am		
5 am		



In order to fit my SMART academic goals (or other high-priority activities) into my regular day, I'll need to make the following changes to my schedule:

