

Lesson 1: What is Time Management?

Learning Objective - Become aware of the importance of time as a finite resource.

All Students Will Define and analyze their time management
Most Students Will Understand why it matters
Some Students Will Outline how to improve time management

Starter: Time Management – what is it?

Students discuss what they think it is and what it means for them.

A definition:

Time management refers to a range of skills, tools, and techniques used to manage time when accomplishing specific tasks, projects and goals.

or...

What will I do and how will I do it?

Introduction: Why is time management important?

Brainstorm reasons why better time management benefits anyone who wants to learn it.

Consolidation: How am I using my time?

Students analyze how they are currently using their time by making a 24 hour breakdown of a typical weekday.

Here's a snippet of a typical day:

6.00 asleep
7.00 wake up, shower, get dressed breakfast
8.00 go to school, arrive
9.00 lesson 1

Development: Do the same for a typical day at the weekend

Plenary: What's my time management like at the moment?

Students feedback as a group and by writing in their books where they are using time well, where it's being wasted and how much they think they're wasting.

Resources:

<http://www.time-management-success.com/definition-of-time-management.html>

<http://www.time-management-success.com/importance-of-time-management.html>

<http://www.time-management-success.com/time-management-log.html>