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:

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.00</td>
<td>asleep</td>
</tr>
<tr>
<td>7.00</td>
<td>wake up, shower, get dressed, breakfast</td>
</tr>
<tr>
<td>8.00</td>
<td>go to school, arrive</td>
</tr>
<tr>
<td>9.00</td>
<td>lesson 1</td>
</tr>
</tbody>
</table>

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:

