

## **Lesson 4: How To Prioritize**

Learning Objectives:	To know why it's important to prioritize To learn how to do it
All Students Will	Define prioritizing
Most Students Will	Consider why we need to prioritize Learn the 'Pickle jar' theory
Some Students Will	Suggest ways to apply these techniques

### **Useful resources if you can get them:**

- A glass jar, big enough for the students to see
- Stones to fit in the jar
- Smaller stones to fill it up a bit more
- Sand
- Water

### **Starter: The 'Pickle Jar' theory**

Use the resources above and/or explain it (see Resources below)

### **Introduction: Why is prioritizing necessary?**

Discuss why we can't do everything we want to.

### **Development: What are your priorities?**

Students could list and/or discuss two versions of this:

1. What their priorities are.
2. What they think their priorities should be.

Is there a difference between the two? Why?

### **Consolidation: How to Prioritize**

Students brainstorm ways to decide what to do and when. Teacher could share how they personally prioritize. Would it be relevant for students?

### **Plenary: 'What will I do?'**

Students write down three ways they could prioritize more effectively based on the answers that come from the previous activity.

### **Resources:**

<http://www.time-management-success.com/pickle-jar-theory.html>

<http://www.time-management-success.com/how-to-prioritize-work.html>