

Lesson 5: The Time Matrix

Learning Objective: Learn how we spend our time and how to improve it

All Students Will Learn the time management matrix
Most Students Will Apply it to their lives
Some Students Will Suggest new ways of working that are realistic

Starter: Recap and/or explain 'prioritizing.'

Introduction: Explain the time matrix

Everything we do is...

Quadrant 1 - Urgent and Important - Reactive tasks that need to be done, often at the last minute. Crises, 'fire-fighting' and looming coursework deadlines are typical examples.

Quadrant 2 - Important but not Urgent - Examples include maintaining and building relationships, regular exercise, healthy eating or learning new skills.

Quadrant 3 - Urgent but not Important - Many popular activities, easy tasks and interruptions are probably a waste of your time.

Quadrant 4 - Neither Urgent or Important - Web surfing, TV, texting and excessively long conversations are classic examples.

Development: How do you spend your time?

Students produce their own personal matrix, adding activities that they habitually do – in which quadrant does each one go?

Consolidation: Analyze it!

Questions to consider – students could work individually, in pairs or small groups then feed back their answers.

1. How could you limit the amount of time you waste?
2. What strategies could you use to make sure you do the things that have no deadline but are important?
3. What do you end up doing but regret because it's not important?
4. Do you leave things until the last minute? Does this work or not? Why?

Plenary:

Read out a list of words relevant to today's lesson but include one or two red herrings to see if students can pick them out and write down those that are not linked.

Extension: Keep a time matrix log for the next 24 hours.

Resources:

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