

Time Management (taken & adapted from lyon.nv.k12.us)

GLO: Self-directed Learner, Complex Thinker

ACTIVITY	RESOURCE	TIME
<p>Before Class: Write these six things on the board/project them.</p> <ol style="list-style-type: none"> <i>Your dad is out of town so you have to watch your younger brother from 3:30–5:30, when your Mom comes home.</i> <i>Test in Biology tomorrow.</i> <i>You have an evening meeting from 7:00–8:30 tonight.</i> <i>Tuesday night movie of the week 8:00– 10:00, which you have been dying to see.</i> <i>Straighten your room before going out this weekend (a requirement from your mother).</i> <i>You have a project due in 2 days but you are required by your group to go to the store to purchase the supplies they will be using in class the next day.</i> 		
<p>Activity:</p> <ol style="list-style-type: none"> Have each student write down the order in which they will accomplish these six tasks. Have them create a time schedule of when and how much time each task will take. For example, it will take me 15 minutes to straighten my room (6:15-6:30). Have students share out how they plan to accomplish these tasks. If they do not state it, ask them how they decided to order/prioritize the tasks. Ask them to share any of their time management strategies. Share the following strategies with them, if they did not already mention them. <ul style="list-style-type: none"> Prioritize what you NEED to do, before what you WANT to do Groups tasks together Use outside resources (ask for help) 	Separate sheet of paper	8" 10" 10"
<p>Exit Pass: Write down one time management strategy that you are going to try this week.</p>		2"