

Time Management: Classroom Lesson Plan

Lesson Topic:

Managing Time Wisely

Lesson Objective:

Students will be able to discuss and implement effective time management strategies.

Materials:

- Writing utensils
- Whiteboard, overhead, or chart paper
- Blank paper
- Projector or other method to watch the movie
- 2 or more identical 100-piece puzzles, enough for one per group
- A timer, clock, or another way for students to keep track of elapsed time

Advanced Preparation:

- Preview the [video](#) before sharing it with your students [1:36].

Warm-up Activity:

1. Briefly describe time management by giving a general definition and describing a few ways that you use time management in your career.



One possible definition is, "Time management is the process of planning and controlling your use of time to become more efficient."

2. Ask students to raise their hands if they have used time management before.
3. Explain that time management skills such as prioritizing and goal setting are important skills to possess and are useful throughout school and into future employment.
4. Pass out blank paper and writing utensils. Direct students to turn and work with a partner to list as many time management skills, like prioritizing and goal setting, as they can think of.
5. After a few minutes of discussion, bring the class back together and ask students to share their ideas.
6. Work together to create a class list of time management skills on the whiteboard, overhead, or chart paper. This list should include the ideas students wrote while working in pairs as well as anything that comes up during discussion.

View the Video: "Time Management"

1. Tell students they will be watching the video "Time Management".
2. Explain that the video presents role models describing the importance of time management and behaviors that lead to strong time management skills.
3. View the video together and have students listen for the role models to describe different time management skills.
4. Add any new time management skills from the video to the class list.
5. View the video again: this time, invite students to formulate questions or comments about the ideas discussed in the video and to be prepared to discuss these after viewing the video.

Video Follow-up:

1. Ask students to offer their questions, comments, reactions, and responses to the video.
2. Divide students into groups of 4-5 individuals. Tell students that they will be working together to complete a puzzle.
3. Set the timer for ten minutes and display in a location that is visible to all students. If using a clock, write the "ending" time of the ten-minute period somewhere so students can keep track of the elapsed time. *Note that students will not be able to complete the puzzle in the amount of time given.*
4. Give a signal to students to begin. During the ten-minute work period, circulate throughout the room but do not assist teams in completing their puzzles or managing their time.
5. When the ten minutes has elapsed, bring the class back together to discuss the activity. Use some or all of the following questions to facilitate the discussion:
 - Was your team successful in completing the puzzle?
 - How did your team work together? What worked well? What could have been better?
 - Did your team use any time management strategies or skills? Describe them.
 - What was your experience working on the puzzle? Did you have a plan or a method you were using to complete it as quickly as possible?
 - Which team was most successful in putting together their puzzle? Why do you think that?
6. Tell the students that they will have a second chance to work in their teams to put together the puzzle. If students have not already taken

apart their puzzles from the previous ten-minute session, ask them to do so now.

7. Give students the signal to begin and ensure that the clock or timer is visible to all of the teams as before. Circulate through the room again but do not assist teams in managing time or completing their puzzles.
8. When the ten minutes has elapsed, bring the class together again to discuss the activity. Use some or all of the following questions to facilitate the discussion:
 - Was your team successful in completing the puzzle?
 - How did your team work together this time in comparison to the first ten-minute session? What went better? Why do you think that was the case?
 - What time management strategies did you use? What time management strategies did your team use?
 - How did using time management strategies help you in this activity? What are some other situations where time management strategies could help you to be successful?
 - Why are time management strategies useful?
9. Add any new time management skills discovered during this activity to the class list. If desired, this list could be displayed on a classroom wall for future reference and continued work with time management skills.
10. Remind students that time management skills can be applied to all areas of their lives and that these skills will be equally important in their future careers. Encourage students to continue practicing the skills discussed in class today, as it is only through practice that they can become more proficient.

Extension Activities:

1. Have students keep a personal time management calendar to document homework, class assignments, and other commitments such as afterschool activities. Explain to students that this is great practice for keeping a calendar or schedule in their future jobs. Once per week, students should be asked to review their calendars and consider how keeping track of commitments and responsibilities is impacting their ability to manage their time effectively. What changes could they make to improve? Over time, consider offering different calendar options by exploring apps, different calendar types, etc. allowing students to find the best option for their personal situation.
2. Use the “Related Questions to Explore” as discussion springboards or writing prompts to help students further explore time management.

Related Questions to Explore:

- How do time management skills help lead to success?
- What indicators might you notice when someone is NOT good at managing their time?
- Does time management happen automatically? Explain your answer.
- What activities could help someone become better at time management? Why did you mention each of these activities? What makes each one a good choice to help improve someone’s time management skills?
- One role model said that proper time management reduces anxiety. Have you found this to be true? Why do you think this is/is not the case?



Ideas for Future Lessons/Activities Related to Time Management:

1. Scheduling: Time Blocking, Calendars, and More Techniques to Manage Time
2. Helping Others Improve: Writing Dialogue for Effective Time Management Conversations
3. Time Management Mentors: Selecting and Connecting with Strong Mentors to Help Develop Your Skills
4. Priorities, Priorities, Priorities! Sorting Tasks by Importance
5. Vision Boards: Setting Goals and Reaching Them Through Time Management
6. Managing Our Time: Challenging Scenarios for Students to Discuss and Roleplay
7. Time Management Tools: From Pencil and Paper to Apps