



Time is Money: Learning About Time Management

Worksheet, pair share, brainstorming (20 min):

Materials: copies of Time Management worksheet; pens; whiteboard/flipchart and makers

Ask the teens if they've heard the expression "time is money." What do they think it means? Is it true? Why or why not? Ask why it's important to manage time well in general, and at work specifically.

Ask each student to complete the Time Management worksheet, which will take about five minutes. Then ask participants to find a partner and share their responses.

After they've had a chance to share, do a large group brainstorm. Ask the teens what tips and tools they have discovered for time management. (For example, does anyone lay out the clothes they will need for the next day the night before? Does anyone always try to arrive 10 minutes early to appointments? Get the group to share any time management strategies they already use. If they do not mention them, you should review the following three tools. Ask whether they use them, and why or why not.

Planners: You can buy daily, weekly, or monthly planners. Some people prefer to see just one

day's worth of tasks at a time, while others need to see the whole month laid out for them. Some people prefer paper planners, and others use electronic ones.

Alarm clocks: Place your alarm clock far away from your bed so that you have to get out of bed to turn it off. Set more than one alarm to wake you up if you need to, especially for important events or on days when you have to wake up earlier than normal.

To do lists: Try to schedule similar tasks in "blocks" of time. For instance, if you have several errands to run in your neighborhood, plan to do them all at one time, rather than spreading them throughout the week.

Explain that being on time doesn't happen by accident, which is why we need to rely on these kinds of tools, and that we each need to find methods that work for us.

Ask each participant to complete this sentence: "One time management strategy that I would like to try is..."

Time Management

Good time management is an essential skill in your personal life, at school, and at work. Take a few minutes to reflect on your own time-management skills as you answer the following questions.

1. Are you usually early, late, or on time? Why?

2. When do you usually do your homework?

on a regular schedule right before it's due after it's due never

3. How do you stay organized? What tools or strategies do you currently use to manage your time?

4. What makes it difficult to manage your time effectively?

5. List the most important things you have to do during the following parts of the day.

Before leaving the house in the morning: _____

During the workday: _____

Before leaving my job for the day: _____

Before going to bed at night: _____

6. What are three things you will do to manage your time more effectively in the future?
