

Social and Emotional Learning

Lesson Title: **Monitoring Your Time**

Grade Level: **High School**

Project and Purpose

Students analyze and develop a plan to improve their time monitoring skills.

Essential Question

What are some strategies you can use to improve your time monitoring skills?

Materials

- **How Well Do You Manage Your Time?**
- **Time Monitoring Form**
- Article: "Importance of Time Management for Career Success"

Teacher

1. Distribute and have students take the **How Well Do You Manage Your Time?** Survey. When they are done, post the score analysis for them to analyze their own results:
 - a. **60-80:** You are a time management wizard.
 - b. **40-59:** You are a time management wizard-in-training who needs practice and perseverance.
 - c. **Below 40:** There is much work to be done before you earn a title.
2. Discuss how time management really is a misnomer in that nobody can actually manage time. All we can do is manage how we use time, manage our activities during time periods. To do so, people need to define goals and the steps that are needed to reach goals and assign time periods for each. Before setting goals, it is important to track one's current use of time.
3. Distribute the **Time Tracker Form** and discuss how this chart is a way to analyze how we use — and waste — time during the day. Students will be expected to monitor their actions for one week to see exactly where they spend most of their time.
4. Distribute the article "Importance of Time Management for Career Success." Have students read the article, analyze the author's advice for people starting a career, and then have them interpret and rewrite the advice for students beginning high school. Students may work alone or with a partner to create their student advice.

Conclusion

Ask students to share their advice with a trusted partner or with the group, and discuss what they believe to be the most important strategy for managing their time.

At the end of the week, have students review their time management charts and determine two or three things they need to do to improve their use of time.

Activity: How Well Do You Manage Your Time?

Grade Level: High School

Directions

Circle the number that best describes your behavior regarding your academics. Use the following scale: N=Never, R=Rarely, S=Sometimes, O=Often, A=Always

N	R	S	O	A	
0	1	2	3	4	1. I keep a daily schedule or personal calendar of appointments and high-priority tasks.
0	1	2	3	4	2. I schedule some time for fun or physical exercise every day.
0	1	2	3	4	3. I take a few days off from studying right after final exams.
0	1	2	3	4	4. I have no time for sleep just before exams and tests and therefore feel very tired during exams and tests.
0	1	2	3	4	5. I make a point of getting 50 minutes of concentrated study for every hour of scheduled study time.
0	1	2	3	4	6. I carry a personal calendar or schedule as a handy reference.
0	1	2	3	4	7. I find it necessary to make excuses or apologize for being late.
0	1	2	3	4	8. I get enough sleep so as not to feel sleepy during the day.
0	1	2	3	4	9. I know fairly accurately how much time is spent on various activities on a daily basis.
0	1	2	3	4	10. I allow calls or visits from friends to interfere with following a study schedule.
0	1	2	3	4	11. I have designated times to carry out daily and weekly tasks.
0	1	2	3	4	12. I consult a personal calendar or schedule each day.
0	1	2	3	4	13. I say "no" to invitations that interfere with a planned study schedule.
0	1	2	3	4	14. I check a personal calendar or schedule before agreeing to take on a project or attend an event.
0	1	2	3	4	15. I carry something to study while waiting for class to begin, between classes, waiting to meet a friend, etc.
0	1	2	3	4	16. I postpone studying to accept a social invitation during a scheduled study time.
0	1	2	3	4	17. I study only when I feel like it or when I'm in the mood.
0	1	2	3	4	18. I plan to do most personal studying on the weekends.
0	1	2	3	4	19. I fall asleep while studying.
0	1	2	3	4	20. I watch television or stream shows online more than one hour per day.

Total Score of Circled Items: _____

Activity: Time Monitoring Form

Grade Level: High School

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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6:00							
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Importance of Time Management for Career Success

From: Career Success for Newbies

The importance of time management would strike you at some point of your career. You would be inundated with work, and you will need to evaluate how to manage your time. There are a few factors why time management is important for your career success.

1. Time Is a Limited Resource

Remember that time is a limited resource. There is a Chinese proverb that says, 'no amount of gold will buy you time that has passed.' Knowing that time is a limited resource, you would naturally need to cherish it. After all, deadlines to work will continue to inch closer to you whether or not you have started or you are slow on it. Once time is lost, you can never make up for it. Your work will have to be compromised — given that you have not managed your time.

The importance of managing time to your career cannot be trivialized. Know the importance, and take steps to perfect this skill to increase your chances of career success.

2. Small Steps Build Into Big Goals

To achieve career success, one important thing is to set goals. And goals need to be mapped onto a timeline. That timeline needs to be managed. Any goal that does not have a timeline is as good as a moving goal post. Career success does not come in a day. It takes time.

Understand the importance of time management, as your career success depends on these small steps across time. If you not take care of the seconds, the minutes will waste, and so will the hours and days. All these will accumulate into poor results. The importance of time management is to understand that small steps across time build into big goals. And a main part of achieving goals is about time management.

3. Efficiency of Your Work Relates to Time

Being efficient at work is about managing your time. Optimum use of your time means you accomplish more in the least possible time. Being able to manage your time well gives you a competitive advantage over your colleagues. You get more done and hence you get assigned to more important projects in the future.

When bosses see you as an efficient worker, you become a competitive advantage to your unit. This translates to better performance score, more trust and respect from colleagues and bosses. The importance of time management in this aspect should be kept in mind if you want to climb higher in the corporate ladder.

One of the most common question I get from managers is 'How do I lessen my stress?' I have learned that the first thing is to have them think about their time management skills. The importance of time management skill is also understanding that it can help lessen your stress.

If you have poor time management skills, work gets backlogged. You are caught chasing your own tail; overdue work gets caught up with current work while future projects are being given to you. These unattended work piles on the pressure. Before you know it, you are stressed over work. You start to complain about being overloaded. However, you fail to realize that it is your lack of time management skills that has created this stress.

