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Erasmus+ project 2020-2022
S.O.F.T. – Start our future today
2020-1-PL01-KA229-081533_4

TIME MANAGEMENT, workshop

Age, grade: 13, grade 7

Teacher: Gordana Maršić

Time: 45 minutes

Language : expressing opinion, agreeing, disagreeing, modal verbs – must, can, should, might

Outcomes: pupils can determine what time wasters are, they learn to determine what activities must be done, they are aware that they need time to rest, they can organise time better

Success indicators: pupils analyze their use of time and efficiency, they create a simple plan to improve thier time mangement

Life skills: critical thinking, flexibility, problem solving, time management

Grouping: whole class, individual work, group work

Material needed: worksheet, notebook, pencil, poster paper, felt pen

Procedure:

Introduction (10')

We talk about what pupils were doing yesterday, pupils get a worksheet and fill it.

Discussion (15')

Did you have enough time for everything?

Do you have too many activities and tasks to do?

Are you often tired?

Do you think that you know how to organise your time well?

What are your main distractions and time wasters?

How much time do you spend on them?

How much time would be enough?

Can you minimize them?

What do you spend most of your time on?

What should your priorities be?

There is a saying „Everyone has 24 hours in a day.“ (Everybody has the same 24 hours and that makes us equal, but the question is what do you do with your 24 hours.)

Is it important and useful to create a schedule for each day/for the whole week?

Do you do that?

Do you stick to the plan?

Does creating a schedule help you?

There is also a saying: Don't put off until tomorrow what you can do today?

What do you think about it?

Could it be your motto?

Making a plan of activities for the weekend (20')

Do task b) from the worksheet

Make a plan for the weekend in your notebooks:

SATURDAY	SUNDAY

Was it hard to make a plan?

Is it different from your usual weekends?

Were you able to make a good and realistic plan?

Will you stick to it?

Exit slip: 3-2-1

pupils write 3 things they learned in today's lesson.

pupils write 2 things they liked

pupils write 1 question they still have about the lesson

WORKSHEET

HOW DO I USE MY TIME?

a) Think about the last 24 hours and write how much time you spent on the following activities (add other categories if needed):

I spent

_____ hours on sleeping.

_____ hours eating.

_____ hours talking to my friends.

_____ hours with my family

_____ hours on TV , video games, social networks

_____ hours at school

_____ hours doing my homework

_____ hours practising sports, music school

_____ hours _____

How many hours is that all together?

Do you need more hours in a day?

b) Which tips will you use in your future planning:

Set realistic goals.

Set a time limit for tasks.

Plan ahead.

Have a To-do-list.

Eliminate distractions.

Turn off notifications on your phone.

Focus on one task at a time.

Start with your most important tasks.

Take a break between tasks.




Get a good night's sleep.

Learn to say NO.

Homework: groups of pupils make posters with tips for time management

TIME MANAGEMENT TIPS

Erasmus SOFT

- Plan ahead. 
- Set realistic goals. 
- Start with important tasks.
- Take a break between tasks.
- Focus on one task at a time.
- Set a time limit to complete a task.
- Eliminate distractions. 
- Use a checklist.
- Get a good night's sleep!

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TIME MANAGEMENT

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PUT A CLOCK ON YOUR STUDY TABLE/DESK:
Pupils can lose track of time while studying or doing homework, you need a clock to be aware of the time, it is very important

MINIMIZE INTERRUPTIONS:
turn off notifications on your tablet and phone

CREATE A ROUGH SCHEDULE FOR THE WHOLE WEEK
to be successful you need a schedule for every day of the week, it should include studying, relaxing, exercise, time with family

LIST YOUR MAIN DISTRACTIONS AND TIME WASTERS AND ELIMINATE THEM:
Take a few minutes and think about what your biggest distractions are. Write them down and make a plan how to eliminate or, at least, reduce them. 

BE REALISTIC
do not plan too many tasks and activities in order not to be discouraged if you do not complete them all

LEARN TO SAY NO:
all the time you get asked to join clubs, groups or do some tasks for others. You only have 24 hours in a day, choose activities that are important and you are interested in doing them.

FINISH EVERY HOMEWORK ASSIGNMENT AT LEAST A DAY OR TWO BEFORE IT IS DUE:
you will have time to check everything, in case something urgent pops up, you will have time to do it or correct

DON'T MULTITASK:
do one thing at a time, multitasking can actually decrease your productivity

IF A TASK TAKES LESS THAN 3 MINUTES TO COMPLETE, DO IT RIGHT AWAY:
tasks like sending a file to your classmate, asking parents to sign consent form, clearing clothes from the room floor. Small tasks will not pile up.

TAKE A BREAK BETWEEN TASKS

HAVE A TIME CHECK:
know exactly how you spend your time

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