

HELP! I NEED FIVE MINUTES TO STUDY

Student/Class Goal

Once students begin classes they may need help adding "one more thing" to their already busy schedules.

Outcome *(lesson objective)*

Students will practice ways to better manage their time by keeping track of their current use of time, by prioritizing and scheduling events, and by using a daily planning calendar.

Time Frame

3-4 hours [Outside class: 3-5 days]

Standard *Use Math to Solve Problems and Communicate*

NRS EFL 1-4

Number Sense	Benchmarks	Geometry & Measurement	Benchmarks	Processes	Benchmarks
Words to numbers connection		Geometric figures		Word problems	1.15, 2.18, 3.21, 4.25
Calculation	1.2, 2.2, 3.2, 4.2	Coordinate system		Problem solving strategies	4.26
Order of operations		Perimeter/area/volume formulas		Solutions analysis	
Compare/order numbers	1.3, 2.3, 3.3, 4.4	Graphing two-dimensional figures		Calculator	1.16, 2.19, 3.22, 4.28
Estimation	1.4, 2.4, 3.4, 4.5	Measurement relationships	1.7, 2.9, 3.10	Mathematical terminology/symbols	
Exponents/radical expressions		Pythagorean theorem		Logical progression	
Algebra & Patterns	Benchmarks	Measurement applications	1.8	Contextual situations	
Patterns/sequences		Measurement conversions	1.9, 2.11, 3.12, 4.13	Mathematical material	
Equations/expressions		Rounding		Logical terms	
Linear/nonlinear representations		Data Analysis & Probability	Benchmarks	Accuracy/precision	3.26, 4.33
Graphing		Data interpretation	1.13, 2.15, 3.16, 4.20	Real-life applications	1.19, 2.22, 3.27, 4.34
Linear equations		Data displays construction	1.14, 2.16, 3.17, 4.21	Independence/range/fluency	1.20, 2.23, 3.28, 4.35
Quadratic equations		Central tendency			
		Probabilities			
		Contextual probability			

Materials

Time Grid Handout
Steps to Plan Your Time Handout
Evaluation of Time Grid Handout
10 Tips for Time Management Resource
 Planning calendars (see note)
 Colored pens, pencils, highlighters

Learner Prior Knowledge

Ask how students keep track of appointments, plan activities, and manage their time or if they do. Record responses. Discuss responses including benefits, drawbacks, and improvements. Discuss relationship of time management to goals.

Instructional Activities

Step 1 - Conduct a time study by giving students copies of the *Time Grid* handout. Ask them to keep track of how much time they spend each day on their activities. Have them include the time they spend eating, sleeping, watching TV-everything. Tell them to be honest because they are going to use this information to make more time in their day. Students should keep track of their time for at least 3 days.

Step 2 - When students bring their completed time grid back to class, they will receive the *Steps to Plan Your Time* handout and complete the *Evaluation of Time Grid* handout. Then they can journal about their experiences by thinking about the following questions:

- What did you find out about how you spend your time? Were you surprised?
- Was this a typical week for you?
- Can you identify any time wasters or interruptions? What are they?
- What part of the day do you feel was most productive? Least productive?
- Which activities are most rewarding to you?
- Are there activities you think you could eliminate? How might you do that?

Step 3 - Using more blank time grids, have students think about how they would like to rearrange their time. Have students block out time for activities according to their priorities, blocking out non-negotiable times first. Examples of non-negotiable time would be hours a student is at a job or at school, time for sleeping and meals, and other activities that cannot be re-arranged. Encourage students to color code their blocks of time to make them easier to tell apart.

Step 4 - Students can perform some mathematical calculations using their time grids: how much time (in hours and minutes) and the percentage of time they spend on various activities; differences in amounts of time spent on various activities between the two time grids; constructing a pie graph for each time grid and comparing them, and comparing the time spent on activities with other students. A chart or graph could be constructed showing how the class as a whole spends its time.

Step 5 - Students use *10 Tips for Time Management* and Internet resources to find ways to manage their time more efficiently. Using this information, students can write a plan for what they need to do to reorganize their time.

Step 6 - Distribute planning calendars. Discuss the three steps of time management (see handout) and how a planning calendar can help at each step. Have students begin filling in their planning calendars based on their second time grid and any activities they have planned in the future.

TEACHER NOTE Planning calendars can be made on the computer using a calendar program or they may be donated by a local business.

Assessment/Evidence *(based on outcome)*

Completed Time Grids
Journal entries
Evaluation of Time Grid handout
Time management plan
Planning calendars

Teacher Reflection/Lesson Evaluation

Not yet completed.

Next Steps

Technology Integration

Personal Time Management Guide <http://www.time-management-guide.com/>
Information on many aspects of time management, includes inspirational quotes Thirteen Timely Tips for More Effective Making Time for Work and Play <http://www.ianrpubs.unl.edu/epublic/live/g1824/build/g1824.pdf>
From the Nebraska Cooperative Extension
University Time Management <http://www.yorku.ca/cds/lss/skillbuilding/timemanagement.html#cycle>
Presentation on time management could be developed using these concepts to teach time management to students

Purposeful/Transparent

Students lead busy lives and may need ways to better manage their time.

Contextual

Students will use their own lives to practice new time management skills.

Building Expertise

Starting with how students already manage their time, students will use new tools and strategies to manage their time more effectively.

Fixed Commitment Calendar

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00 AM							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 PM							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00 AM							
2:00							

Steps to Plan Your Time The TAP System



MATERIALS: 2 BLANK TIME GRIDS

STEP 1: TRACK

Track all your activities for 3 days on one of the weekly time grids. Be honest. If you watch a movie for two hours, go bowling, or play solitaire record the total time that you spent in these activities.

STEP 2: ANALYZE

When you have tracked your time for three days, you are ready to **analyze** how you spend your time. Use the *Evaluation of Time Grid* questions below. Be honest in your analysis. The purpose of this step is to determine how you spend your time compared to how you think you spend your time. Thinking and doing are different actions, particularly in time management!

STEP 3: PLAN

On a separate blank time grid, plan your time for the next week. To do this, consider the following in the order listed:

- a. all fixed time activities (work schedule, class)
- b. other regular activities (eating, sleeping, grooming, recreation)
- c. any unusual activities you have already scheduled (doctor appointments, lunch with friends, birthdays/other occasions, meetings, children's activities)
- d. class time and study tasks for the week

If you follow the TAP (Track, Analyze, Plan) system regularly, you will find that it will become a part of your routine. Soon YOU will be controlling your own time!!

Evaluation of Time Grid

1. I did not realize how much time I spent
2. I did not realize how little time I spent
3. I now wish I had spent more time
4. I now wish I had spent less time
5. Between activities, I often spend my time
6. My most productive part of the day is _____. I used this time mostly for
7. I see myself wasting time when I
8. If I could change one thing about the way I spent my time during this week, I would
9. One thing I would not change is
10. The most interesting/helpful thing I learned about how I manage my time is
11. The activities that are most rewarding to me are
12. I can eliminate/add the following activities in order to help me achieve my goals

Evaluation of Time Grid Handout

10 Tips for Time Management

- ⊕ Make a list, prioritize and check things off as you get them done.
- ⊕ Review your list from time to time. IS everything on that list necessary?
- ⊕ Ask yourself, “What’s the best use of my time right now?” Then do it!
- ⊕ Be willing to sacrifice “perfection” to get things done.
- ⊕ Learn to say “no” to demands that don’t benefit you.
- ⊕ Whenever possible, delegate!
- ⊕ Don’t waste time on minor decisions.
- ⊕ Arrange your work time to keep interruptions to a minimum.
- ⊕ Be realistic about what you can accomplish during a given period.
- ⊕ When is your energy at its peak? Plan your work for those times and use your less energetic times for leisure or a nap.