



SESSION 2 (1-2 days)

TIME MANAGEMENT

What Do I Wish to Accomplish in this Session?

- Did anyone bring back his/her syllabus? If so, reward!
- Give students “Forever Files” (2-pocket folders) or have them supply their own
- Have group discussion about managing time, both in and out of school
- Show short video on Time Management
- Have group discussion about Procrastination and show video on how to resolve it
- Work with a weekly calendar to have students analyze their time
- Introduce a great way to increase mental energy – SUPER BRAIN YOGA!
- Discuss how to manage personal electronics (cell phones) so they are not a distraction



What Materials Are Needed?

- Forever File (2-pocket folder) for each student
- Discussion Guide (**INSERT 2-A**) **printed** to use for group discussion
- Two-sided Copies of the “How Well Do You Plan” and Scoring pages (**INSERT 2-B/2-C**) – one for each student
- Copies of Calendar (**INSERT 2-D**) for every student
- YouTube video on Time Management
<https://safeshare.tv/x/ss58079a27d3f0e>
- YouTube video on How to Stop Procrastinating
<https://safeshare.tv/x/ss580eb4747a48e>
- YouTube video about Super Brain Yoga
<https://youtu.be/KSwhpF9iJSs>
- Closing discussion about electronics
http://www.huffingtonpost.com/2013/03/22/iphone-addiction-6-signs- n_2931662.html?ncid=edlinkusaolp00000003



Discussion and Details

- Hand out a “Forever File” (2-pocket folder) for each student (or ask that they supply their own).
- Have the students label the folder with their full name on the outside of the file (pass out some markers or sharpies).
- **Discuss one of the Attention Grabbing Cartoons:**
Cartoon #1 - How do students feel about “time”?
Cartoon #2 - Funny take on how human phones and “catnip” are distracting for cats. You will more than likely have to explain catnip!
- Begin “**BEFORE VIDEO**” Time Management group discussion found below (**INSERT 2-A**).
- Show YouTube video on Time Management (1:58):
<https://safeshare.tv/x/ss58079a27d3f0e>
- Continue “**AFTER VIDEO**” Time Management group discussion found below (**INSERT 2-A**).
- Show YouTube video on How to Stop Procrastinating (5:13) (**also listed within INSERT 2-A**).
<https://safeshare.tv/x/ss580eb4747a48e>
- Finish up with **CRAMMING** discussion on **INSERT 2-A**.
- Hand out small sheet of paper and have students list a **PERSONAL TIP** of how to stay organized and manage time well. Do not have them put their name on the paper unless they wish to.

TIME SAVING TIP TEACHER CAN SHARE: *Don't touch things twice* – when putting something away, put it in its right spot the first time, so you or your parents don't need to touch it again!

- READ ALOUD the different ideas and have a short discussion.
- Hand out the “How Well Do You Plan?” two-sided sheet (**INSERT 2-B and 2-C**) for each student.
- Have each student answer each question by circling the number that best describes them. Then have them flip the sheet over and calculate their score and interpret how well they plan.
- Have a class discussion about planning and how well everyone did on their evaluation. Encourage students to recognize this score as a starting point. If they have been found to be terrible or below average, it's the perfect time for them to make time management and planning as a long-term goal. If they are an above-average or excellent planner, have them evaluate if they are a good candidate for planning burnout? We can actually let planning get the best of us and lose our flexibility. Have them find a happy medium.

- Now move on to a full calendar layout.

If your class is advanced or you want an extended lesson plan, you can also visit the COMMITMENT and TIMELINESS session in the Social/Soft Skills program. This session delves deeper into Time Management and offers a more thorough approach to scheduling.

- Hand out a copy of the Calendar (**INSERT 2-D**) for every student.
 - Have students fill in their names and the upcoming full week.
 - In the NOTES section, have students write down things that take up their time (studying, chores, sports or extracurricular activities, etc.).
 - Have students think about their next FULL upcoming week and begin to fill out the calendar.
 - Have them think about meals, sleep, school hours, studying, upcoming tests/quizzes, extracurricular activities, relaxation, items needed for projects, books to be read, etc.
 - Discuss how knowing your schedule can help you.
 - Have students take their calendar home to share with parents and have family put in their activities that affect the student.
- Introduce SUPER BRAIN YOGA. You won't want to miss out on this exercise!
 - SUPER BRAIN YOGA is something to fun to build into your schedule every day! It sharpens the mind and focus by oxygenating and energizing the brain and the nervous system.
 - It is a simple and effective way to increase mental energy. It's perfect for all ages and is a great exercise to start off your day, as a mid-afternoon pick-me up, or to de-stress at night!
 - Show a YouTube video on Super Brain Yoga (4:17)
https://safeshare.tv/x/ugnUzq_pdgc
 - Now it's time to actually do it! Stand up and follow the steps below:
 1. Everyone stand up with feet hips width apart. (If you must sit, VISUALIZE yourself standing and bending – there is strong proof that this also works well!)
 2. Take your left hand and place your thumb on your right ear lobe (front) and your index finger on the back of the earlobe.
 3. Take your right hand and cross over your left arm and grab your left earlobe with your right thumb and index finger the same way.
 4. Now you are going to do a squat (we will do 10-15 of these) while holding your ears and breathing IN on the way down and OUT on the way up.
 5. If you can, also put your tongue on the roof of your mouth (this helps with stimulation) throughout the movement.
 6. Don't shrug your shoulders and go up and down smoothly – not in a jerking fast motion.
 7. And that's it – try doing 10-15 squats
 - **Educators – we HIGHLY recommend that you try to build this into your daily routine with your students. How fun to start off each class hour with cartoons for laughter and Super Brain Yoga for mental energy!**

- **CLOSING DISCUSSION:** Have a discussion about electronics - cell phones in specific.
 - Statistics show teen mobile usage is on the rise – with text messaging being the preferred mobile activity.
 - Survey to see how many text, tweet, and use Instagram during their study time.
 - Survey to see how many students text after 11:00 pm.
 - Survey how many sleep with their phones next to them in bed.
 - Survey how many wake up in the middle of the night to answer text messages, tweet, or look at Instagram uploads.

- The below article may still be available to view – *fabulous discussion with teenagers:*
iPhone Addiction: 6 Signs Your Smartphone Is Stressing You Out
http://www.huffingtonpost.com/2013/03/22/iphone-addiction-6-signs- n_2931662.html?ncid=edlinkusaolp00000003

- Introduce the concept of “Powering Down” – turning off electronic distractions long enough to accomplish your task. Whether it is while studying or sleeping, even while playing sports (checking your phone at time-outs or breaks), electronics cause a back and forth effect that does not allow for complete attention to the task. If the students don’t learn to control their electronics, their electronics will control them!
 - Challenge students to Power Down and see how much time they save when accomplishing their goal. If they study with friends via FaceTime, have them power down and study on their own first, then review with friends.
 - Challenge those who are “night time” users to set aside their tech and SLEEP! Follow-up the next day to see how many did it – you’ll be surprised!

- **If this is a productive topic for your class and you wish to continue discussing telephone and texting etiquette, visit that session in our Social/Soft Skills program.**

- **Let students know that you may be looking at their lockers soon!**

Time Management Discussion Guide

(Discuss *BEFORE* students watch the short video)

Teacher-driven topic:

1. What kinds of things take up students' time when they get home from school?

Examples: Chores, sport, homework, extra classes, music, dance, drama, religious instruction, appointments, youth organizations

2. What kinds of chores do you have?

Examples: Pet duties, help cook for the family, help with dishes, take trash out

(Discuss *AFTER* students watch the short video)

3. What's the good side to having such a full schedule of activities?

They're happy with what they're involved in; they don't get bored; they don't have time to get in trouble

4. What's the down side to it?

They feel overwhelmed or stressed out; they have no time for friends or other types of fun; they are busy all the time; they get bad grades if not organized; they don't get enough sleep

5. Discuss **PROCRASTINATION**

Do you have Procrastinitis? What is that you ask? Well, the symptoms include tardiness, lack of enthusiasm, and an overwhelming sense of laziness!

What can happen if you procrastinate?

Examples: Late homework, tardy for class, failure to hold up your end of the deal during group project time, etc.

- Show YouTube video on How to Stop Procrastinating

<http://youtu.be/Qvcx7Y4caQE>

6. Discuss **CRAMMING**

What is Cramming? What happens when you push so much information into your brain in such a short period of time? Do you think you will RETAIN this information? Cramming leads to short-term learning...no long-term success!

HOW WELL DO YOU PLAN?

For each question, circle the number that best describes you.

	NEVER	SELDOM	SOMETIMES	OFTEN	ALWAYS
How often do you PLAN THINGS in order to prevent things in your life from getting out of control?	1	2	3	4	5
Do you put your daily plans on paper?	1	2	3	4	5
Do you allow flexibility in your plans?	1	2	3	4	5
How often do you accomplish all you plan for a given day?	1	2	3	4	5
How often do you plan time for what really matters to you?	1	2	3	4	5
How often is your daily plan destroyed by other unexpected events?	1	2	3	4	5

**This Quiz was written for USA WEEKEND by time management expert Hyrum Smith, chairman of the Franklin Covey Co, whose Franklin Planners, agendas and planning software are used by 15 million Americans.*

SCORING AND INTERPRETATION for “How Well Do You Plan?”

Add up your circled numbers and then interpret your score.

SCORE	INTERPRETATION
6-10	Terrible Planner <i>You should consider using new tools and concepts for planning effectively.</i>
11-15	Below Average Planner <i>You may already be planning, but you need to reduce the stress and lack of control that you are experiencing. Use your planner more effectively.</i>
16-20	Average Planner <i>Your planning system is working, so don't get discouraged. You may just need help focusing on your priorities and dealing with interruptions to your plan.</i>
21-25	Above-average Planner <i>Your planning system is working well. Keep up the good work and review your system often, making sure that you also build in time for what matters to you!</i>
26-30	Excellent Planner – just be careful! <i>You have not only mastered planning, but are hopefully also experiencing the serenity that comes when you take charge of your calendar. Just be careful and make sure you don't let planning get the best of you – leave wiggle room for some spontaneity!</i>

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NAME: _____

(INSERT 2-D)

WEEK OF: _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

6 am :30							
7 am :30							
8 am :30							
9 am :30							
10 am :30							
11 am :30							
12 PM :30							
1 PM :30							
2 PM :30							
3 PM :30							
4 PM :30							
5 PM :30							
6 PM :30							
7 PM :30							
8 PM :30							
9 PM :30							
10 PM :30							
11 PM :30							

NOTES:
