

Time Management

LESSON GOAL

Develop strategies and practice effective time management skills and attitudes.

ESSENTIAL QUESTION

How can I use time management to be more productive?

INTEGRATING TECHNOLOGY

ANNOUNCEMENT

- Check Announcements for any information about assignments and due dates.

MY PORTFOLIO

- Consider submitting your work in this lesson to My Workspace for inclusion in My Portfolio.

MY WORKSPACE

- Complete your assignments in My Workspace.

LESSONS

- Review the lesson
- Complete assignment
- Submit assignment.

ASSIGNMENTS

- Use Assignments to submit your three assignments.

GRADEBOOK

- Check Gradebook for your lesson evaluation.

SCHEDULE

- Check schedule for assignments and due dates.

COMMUNICATE

- with your teacher or other students if desired
 - Blogger
 - Chat Room
 - Drop box
 - Mailtool

3 class periods and some out of class time

LESSON OVERVIEW

Why do some people seem to be able to get so much done and on time? It may be their time management skills. In this lesson you'll have a chance to assess and analyze how you spend your time. You'll have a chance to learn some strategies for making your time more productive.

STUDENT EXPECTATIONS

1. Participate in introductory time management activities.
2. Self assess personal time management skills.
3. Analyze study environments.
4. Make recommendations to improve time management.
5. Identify flexible and inflexible tasks.
6. Complete a weekly time management log.
7. Identify time wasters.
8. Summarize time management skills and strategies.

There are three assignments in this lesson that require you to have participated in the lesson activities.

Here are the ways you can succeed in this lesson.

1. Demonstrate self-awareness and self-direction by thoroughly completing the time self-assessment.
2. Critically analyze study space and make productive suggestions for improvement.
3. Thoughtfully and thoroughly identify and analyze tasks.
4. Thoroughly evaluate personal time use in a week by completing the ***Time Management Time Log***.
5. Create a thoughtful and realistic plan and critically evaluate how effective it is, making productive recommendations.
6. Reflect on your time management skills and make significant recommendations for ways to make time management more productive.



ASSIGNMENT 1

In class, you should have completed the ***Time/Task Management Assessment*** sheet and analyzed your time management strengths and weaknesses.

Now evaluate the space and environment you have for studying by completing the ***Evaluating My Study Place*** worksheet. Then use your responses to write a reflection about your study space. Think of the following as you analyze your study needs.

Time Management

1. Why is or isn't there enough room for study?
2. What distractions are in the space?
3. What makes it a good place to study?
4. How could it be improved to help me study?

Use the *Sakai* Assignments Tool to submit your completed reflection.



ASSIGNMENT 2

In class you should have identified your flexible and inflexible tasks and evaluated how you spend your time in a week.

Now use the *Things To Do Today* worksheet to make a "to do" list for today. Prioritize the tasks and then make a plan for accomplishing them by completing the first part of the *Things To Do Today* worksheet. Complete the second part of the worksheet the following day by analyzing how well you implemented your plan and how you could improve your planning and time management skills.

Then use the *Sakai* Assignments Tool to submit your completed worksheet.



ASSIGNMENT 3

Compile and review the following documents:

- *Time Management Time Log*
- *Time Management Time Cards*
- *Time/Task Management Assessment Sheet*
- *Evaluating My Study Place*
- *Time Waster Activity Worksheet*

Write a reflection that addresses the following prompts. Then use the *Sakai* Assignments Tool to submit your documents and reflection.

- What are three lessons you learned from these activities about time management?
- Why did you choose these three lessons?
- What difficulties do you foresee for yourself in keeping up with these time management techniques?

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.

Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
1	ASSIGNMENT 1 Study Space Self Assessment Self assess the effectiveness of study environment and study space.	Critically analyzed study space and made productive suggestions for improvement.	Completed the study space self-assessment.	Made some effort to complete the study space self assessment.	Made minimal effort to complete the study space self assessment.	
3	ASSIGNMENT 2 Things To Do Create a to do list and plan and evaluates effectiveness.	Created a thoughtful and realistic plan and critically evaluated how effective it was, making productive recommendations.	Created a to do list and explained how it was accomplished.	Made some attempt to create a to do list and evaluate it.	Made a minimal effort to complete a to do list.	
1	ASSIGNMENT 3 Time Management Reflection Reflect on ways to improve time management.	Made significant recommendations for ways to make time management more productive.	Made some recommendation for improving time management.	Made a minimal effort to assess how to improve time management.	Did not make recommendation for improving time management.	