

# Time Management

## LESSON GOAL

Use time-management strategies to accomplish goals.

## ESSENTIAL QUESTION

How can I manage my time to meet my goals?

## INTEGRATING TECHNOLOGY

### ANNOUNCEMENT

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

### MY PORTFOLIO

- Submit work to My Portfolio.

### MY WORKSPACE

- Prepare your assignments in My Workspace.

### LESSONS

- Review the lesson.
- Complete assignment.
- Submit assignment.

### ASSIGNMENTS

- Use Assignments to submit your artifacts and reflections.

### 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

1-2 class periods

## LESSON OVERVIEW

Have you ever felt as if there was not enough time in the day to do everything you wanted to do? Are you ever frustrated by trying to find time for homework and studying? This lesson will give you some tools to help you organize your time and to come up with some productive time-management and study habits.

You will have the opportunity to layout the schedule of your typical day and to examine what is most important and what can wait.

You will also be taking a close look at your study habits and get some tips on how to maximize your study time.

There is one assignment in this lesson that requires you to have participated in lesson activities.

## STUDENT EXPECTATIONS

1. Participate in discussions about time management.
2. Complete a self-assessment of time management.
3. Complete a daily time log.
4. Distinguish between time priorities and desires.
5. View a time management presentation.
6. Begin to use a daily calendar.
7. Write a reflection about time management.

## Here are the ways you can succeed in this lesson

1. Engage in classroom discussions fully by offering thoughtful responses.
2. Complete and score all sections of the worksheet according to directions.
3. Fill out calendar completely and neatly with rankings.
4. Take complete notes on the presentation and write extensive reflections.
5. Complete a detailed daily calendar in which activities are organized and analyzed, incorporating time management strategies.
6. Write a thoughtful reflection that demonstrates understanding and use of time management strategies.

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## ASSIGNMENT

In class you have discussed time management, completed a self-assessment, analyzed your use of time, and identified priorities and desires. You also should have taken notes on a time management presentation and filled out a daily calendar.

Think about these experiences as you write a reflection about time management that addresses the following questions. When you are finished, use the *Sakai* Assignments Tool to submit your reflection for evaluation.

1. What does this quote mean to you? *“You may delay, but time will not.”*  
—Benjamin Franklin
2. How can you apply the time management strategies to your daily and weekly schedule?
3. Which strategy is most effective for you?
4. What one piece of advice would you give to others to use their time more effectively?

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
2	<b>ASSIGNMENT</b> <b>Reflection</b> Complete a time management reflection.	Wrote a thoughtful reflection that demonstrated understanding and use of time management strategies.	Completed a reflection on time management.	Attempted to complete a reflection on time management.	Made little effort to complete the reflection on time management.	