



# Life-skill development

Student workbook



Erasmus+



**SUPREM**

# SUPREM – SUCCESSFUL PREPARATION MODEL FOR SCHOOLS

## INTELLECTUAL OUTPUT 1 EDUCATIONAL PROJECT PORTFOLIO

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MADE WITHIN

THE FRAMEWORK OF

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PROJECT

[WWW.SUPREM.EU](http://WWW.SUPREM.EU)

THE AUTHOR OF THE MODUL 8 (TIME MANAGEMENT)

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# EDUCATIONAL PROJECT PORTFOLIO 8

## TIME MANAGEMENT



time	stage / practice	form of work / teacher role	tool, material
10'	introduction: rules, program motto: "Time is tight!"	chat circle / facilitator	list of rules (may have been previously accepted) Dali: The run-off time
30'	self-experience exercise to create motivation: planning in groups being based on a described situation, with "time-takers"	teamwork/ animator	story sheet, grouping tools
25'	processing of time scales Identification of "time takers"	individual / manager	preliminary assignments, writing instrument, 3 color text highlighter
50'	time planning techniques group work, making a presentation, demonstration of each technique	group work/ animator	task description, guide, laptops by group
30'	presentations	guided tours	laptops, completed presentations
15'	interactive presentation, presentation of tools (teacher summary), identification and management of time takers	presentation / performer	ppt
40'	own daily or weekly planning by any means, discussion in pairs and then in group	individual and pair work /supportive	own smartphones, google calendar
25'	search for time management applications	teamwork	smartphones, tablets
15'	closing circle, reflections; how did you feel? what did you learn? what can you use it for?	chat circle /managing	

# Introduction

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- Introduction of lessons, rules, description of daily program
  - Recalling emotions and experiences related to the motto: "Time is tight"
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*Recommended questions:*

*Have you ever felt this way?*

- *In what situation?*
  - *Why did you get into this situation?*
  - *Would you relive it? Why?*
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Meanwhile, Dali: outgoing time, the relationship between feelings and image



## 1. Introductory exercise

*Task for the groups:*

*Read the story and*

- 1. Make a list of Peti's things to do!*
- 2. Plan the day for Peti.*

*The working time is 15 minutes (time responsible!)*

Instructions for TIMETAKERS:

*“You are the TIMTAKERS! Your job will be to observe Peti’s tasks and when planning Peti’s day, try to smuggle as many things into his program as possible that will rob of his time! Convince the group that these are important things!”*

For discussion: to-do list

- How did you think? Which tasks were included in the daily program? Why?
- Which tasks were not included in the daily program? Why not?
- What could be the role of the members assigned a special task?
- If each group presented their solution, give a name to the majority!



## 2. Processing of time scales Know how to recognize others' emotions



*Everyone works with their own pre-made sheet.*

*The collected activities will be divided into 3 groups.*

*Let's create a signal system for this! (e.g. 3 colors or 3 characters)*

*We proceed with teacher guidance with a brief description of each group and example. Then everyone will mark the things in that activity group for the week.*

*Activity adds time spent per group. We can also calculate a daily average.*

Activity groups:

1. Socially bound activities
2. Physiologically bound activities
3. Free activities

Meeting nodes:

- What did you feel like many / few / appropriate? Why?
- Why is time constrained? Can you find time robbers in your own life? It can also be done with a card query, it will be posted on the board.
- Why is it necessary to plan a schedule?

Set goals:

- How do we perform most tasks? Methods that help us complete as many tasks as possible in a given amount of time.
- How to focus on valuable tasks? Methods that show that we will not be able to do everything therefore help to focus on the important things.
- How to stay energetic? Ways to keep our bodies and minds in good shape.



### 3. Time planning techniques

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Nodes of the presentation:

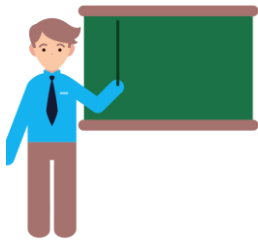
- What does it help with?
- How does it help?

Advantages, disadvantages.

Ideas to use.

Product: digitally generated presentation.

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Techniques to be processed:

1. Take care of everything!
  2. Plan a calendar!
  3. Finish what you started!
  4. The 4 why....?
  5. First, the important thing.
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### 4. Presentations



Presentation of the completed ppt in groups with the technique chosen by the teacher, e.g. presentation in front of the whole group, cooperative techniques of guided tours, or 3 go 1 stays using technique. Fix the time frame and stick to it!

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## 5. Lecture



Summary teacher lecture on time planning goals, methods, recognition and management of time robbers, benefits of planning.

## 6. Creating a schedule

Using a tool of your choice, create a weekly schedule with individual work.  
Discussing in pairs.  
Use the experience of the time balance analysis task as well!



## 7. Search for time management applications

Examples:

Today, more and more people have a smartphone and an internet connection for it. If you have one, you can “take” your tasks managed in Just Doo with you, i.e. You can also have access to them on your mobile phone. In addition, you can not only have access to it, but you can also add new tasks and notes.

## 8. Closing circle

Discussing feelings and experiences, reflecting on the events of the day along 3 questions:

- How did you feel?
- What did you learn?
- What can you use it for?

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