



Life-skill development

Teacher's handbook





MODUL 8

TIME MANAGEMENT

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	Knowledge	Ability	Attitude	Autonomy and responsibility
8. Time management	He knows time planning strategies and tools.	He is able to prioritize his tasks (based on urgency and importance) and schedules his time, using a (digital) design tool.	He is engaged to realize his own plans.	He adapts flexibly to unexpected situations.

Preliminary task: keeping a weekly time balance in the week before the session in English

- main activities + management of the assigned time (the number of lines can be expanded as required). All we expect is to list your main activities and allocate the time you spend on them. For example, school needs 8 hours, training 2 hours (transport, housework, meeting my friends), etc. The grouping of activities and the aggregation and drawing of conclusions is done in the session. It is advisable to set the time frame so that it should also include a day off / public holiday.

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'	slosing circle, reflections How did you feel? what did you learn? what can you use it for?	chat circle /managing	

Introduction

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

Recommended questions:

- Have you ever felt this way?
- In what situation?
- Why did you get into this situation?
- Would you relive it? Why?

Meanwhile, Dali: outgoing time, the relationship between feelings and image



1. Introductory exercise

Grouping according to the number of people (groups work with the same task) with the help of a tool: according to the number of people, 1 tool per group should be different (eg. different colors).

The TIMETAKERS will be different colors. The educator does not tell to students this in advance. When pupils start the task, they challenge them separately and then tell them the instruction.

Task for the group:

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

In group work, the processing of a technique with the help of the received attachment and information search. Making a presentation after the interpretation.

Nodes of the presentation:

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

Advantages, disadvantages.

Ideas to use.

Product: digitally generated presentation.



The time frame for presentation should be selected based on the number of groups and the technique chosen.

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

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!

The role of the teacher develops according to the chosen technique, in the case of the recommended library management, he / she watches all the presentations with 1 group as an observer, and records his / her experiences.

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 JustDoo 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?

Peti's story

Peti is queuing angrily in front of the school buffet. He was already looking for his money everywhere, but he got mixed up somewhere in his bag. That's wrong, because mom also gave him the monthly money to make the payment, because today is his last day. He's late because his bike is messed up on the road again. He should take it to the service center already, but it always delays it. Peti's friend Tamás is standing in queue.

- Hi Peti! See you in the afternoon?

- Hi Tom! It would be good! Are you coming for training?

"Of course, be in front of the house at 4:30 and we can go together!"

- All right, I hope I'll be done with the homework by then!

- Are we going to the movies this weekend?

- I don't know yet, I promised Dad I would mow the grass by then.

- Hurry, they're about to ring!

As they ran up the stairs, it occurred to him that it would be six o'clock today, a summary of the break, a test after tomorrow. From literature, you should already be done with the required reading, and they are working with Nora on an exciting task for which he would have to search for material on the internet. He should be in place when a message arrives on his phone:

"Please shop on the way home, I'll be home late! Thanks Mom."

TIME MANAGEMENT (ppt)

Why is it necessary?

Familiar feeling?

- ... I wish I had another day, I could prepare properly for the exam!
- ... I wish I could get up in the morning full of energy
- ... I wish I could spend less time studying and be more with my friends!
- ... I wish a day consisted of 36 hours instead of 24 hours!

What can you gain if you step out of time?

- More useful time
- Better performance
- More transparent days
- Control over your life
- A more balanced life
- Power over time

How do you do it?

- Know what's important! (goals)
- Take it with you, don't keep it in your head! (calendar, phone, application)
- Don't deal with new things right away!
- Be able to say "no"! (time-takers, not tasks for you)

Plan!

- create a monthly / weekly / daily schedule
- write it down
- know when you're done with something

Focus on the important things!

SUPREM – SUCCESSFUL PREPARATION MODEL FOR SCHOOLS



INTELLECTUAL OUTPUT 1
EDUCATIONAL PROJECT PORTFOLIO

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