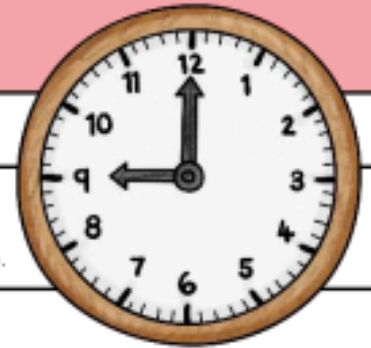


Time Management



GREETING: Ask others around you, "How are you?" and share.

INTRODUCTION: Time management is the ability to manage time in order to finish tasks. It means prioritizing tasks, using your time well, pacing yourself, and meeting deadlines.

DISCUSSION QUESTIONS

- Why is having strong time management skills important now and in the future?
- What classes or activities do you need good time management skills for? Why?
- How can improving your time management skills help you get more done?
- What does it mean to "pace yourself" when working?
- What strategies help you manage your time well?

Activity #1

Prioritizing means ordering tasks in order of importance. Prioritize the tasks below:
chores at home, math homework due tomorrow, studying for math test next week, watching favorite show

Activity #2

Test your time management skills! Estimate how long it will take you to do one of the activities. Then, do it!
Count to 100
Write your name 20 times
Do 10 push-ups

Activity #3

With a partner, discuss how you can use time management skills for:
Finishing tonight's homework
Organizing your notebook
Completing a test in class
Finishing a long-term project

CLOSING: How will you use time management skills today?

FINAL THOUGHTS: Share any final thoughts, questions, concerns, or needs.