



Lesson 6.3 Time Matters

Module #6: The Crunch

It's crunch time for freshmen – this is usually their first experience with midterm exams! They need study skills, test preparation strategies, and time management. They also need real testimonials and advice on the do's and don'ts of studying, getting schoolwork done, taking grades seriously, and setting goals to create a positive high school experience.

Enduring Understandings

- I. **Academic success in high school requires the ability to properly study, research, take tests, manage time, and understand grading policies.**
- II. Never setting goals usually means never accomplishing them – it is important to set short-term and long-term goals to aim for high school success.

Essential Questions

- I. **What study skills, research guidelines, time management strategies, and test-taking skills will help me be more academically successful?** (I)
- II. What are effective short-term and long-term goals? (II)
- III. What is a grade point average and how do I calculate it? (I)

Lesson Objective(s)

Students will gain an understanding of the importance of time management and learn time management skills. They will develop a daily schedule to help manage time.

Lesson 6.1

Lesson 6.2

Lesson 6.3

Lesson 6.4

Lesson 6.5

Directions:

1. Prior to conducting this lesson, the faculty advisor and student leaders should have a discussion about their own time management skills.
 - How has good time management helped them in high school and/or life?
 - How has poor time management made balancing multiple activities more challenging?
2. Prior to students entering the class, display the definition of Time Management: *Time management is the art of arranging, organizing, scheduling, and budgeting one's time for the purpose of generating more effective work and productivity (www.wisegeek.com).*
3. When class begins, use the definition of time management as a starting point for a discussion about the importance of good time management skills. This is the time for student leaders and the faculty advisor to share their personal stories of time management or lack thereof.
4. After the initial discussion, divide the class into smaller groups (one per student leader). Use the following questions for a continuing discussion of time management:
 - Why is time management important?
 - Do you find that you have more things to balance, now that you are in high school?
 - Do you think you make the best use of your time? Why or Why not?
 - What do you think are some of the consequences of poor time management?
 - Do you consider yourself a good time manager?
5. Explain to the class that, in the next lesson, they will be taking a time management self-assessment.

Materials & Supplies

- There are no materials/supplies needed for this lesson.

Focus
Point

For many students, high school is the first time they truly become busy – involved in lots of different activities. So, they may have never needed good time management skills, and may not have even heard of them before – but they are very important.

- Have students think of a person they know who has great time management skills. Give them time to jot down some of the strategies this person uses to manage time well. What can students learn from this good “time manager”? Use this discussion as a springboard for tomorrow's time management self-assessment activity.

Resources
&
Extension