



Lesson 6.4 Time Management Self Assessment

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 6.2

Lesson 6.3

Lesson 6.4

Lesson 6.5

Lesson 6.6

Directions:

1. Distribute the “Assessing Your Time Management Skills Quiz.” **(Included below)**
 2. Have students complete the quiz and compile their scores. Briefly discuss the results.
 - How many students need to work on time management skills?
 - Are students surprised by their results?
 - Does anyone disagree with the results? Why or Why Not?
 3. Distribute the “Time Management Techniques” handout. **(Included below)**
 4. Review the eleven techniques with the students. The faculty advisor and student leaders should share personal examples of their use of these techniques. Briefly discuss with students:
 - Which of the techniques are students best at?
 - Which of the techniques are students worst at?
 - How can students practice using these techniques?
- How can these techniques benefit students in high school?

Materials & Supplies

- Copies of “Assessing Your Time Management Skills Quiz”
- Copies of “Time Management Techniques”

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.

- Consider creating a goal to add to the class goals displayed in the room. This new goal should center on time management and how students can better use their time.
- Blog/Journal Entry: Are you a good time manager? Why or why not?

Resources
&
Extension



Time Management Techniques

Don't Wait!

If you have time, get it done. No reason to put it off!

Say No.

If you have something to get done, avoid the temptation to go out with friends, play video games, text message or whatever will keep you from getting done what needs to get done.

Be Attentive in Class.

Learn while in class. This will save you from having to "re-teach" yourself on your own time.

Get a Jump Start on Due Dates.

If the assignment isn't due for two weeks, it's easy to put it off. Don't do it. Work at a good pace, and things won't start piling up on you!

Divide the Work into Pieces and Parts.

Step back. Look at everything that needs to get done. Divide the work up into manageable parts, so that you feel like your making progress and getting things accomplished.

Never Let a Minute Go to Waste!

If you have a minute, use it. Every little bit of work you get done is less work that still needs to get done.

Work When You're at Your Best.

Do you get more done at night? In the morning? Whenever it is, set aside this time to get some serious work done. You'll accomplish a lot more, a lot better when you're at your best.

The Sun's Out Today . . . Don't Wait for Tomorrow!

It's easy to say, "I'll do it tomorrow!" But, if you have time today, get it done. It will make tomorrow a better day.

Turn Off the Television, Computer, and Cell Phone.

Distractions. Distractions. Distractions. Don't let these things tempt you. They'll still be waiting for you AFTER you get your work done.

Commit to a Little Time. At least.

If you're dreading doing something, commit to working really hard on it for at least 10-15 minutes. You'll get some things accomplished, and you may even decide to work a little longer.

Stop. Take a Break!

Breaks are important. Fun is important too! An important part of being a good time manager is finding balance. Don't work your life away!

Information adapted from:

Langan, John. Ten Skills You Really Need to Succeed in School. Townsend Press, 2001.

Assessing Your Time Management Skills Quiz

Directions: For each set of statements below, circle the number of the one that best describes you.

1. I always arrive right on time.
 2. I like to arrive with at least a few minutes to spare.
 3. I am seldom on time.
-
1. I check the time on my phone regularly to keep track of time.
 2. I seldom check the time on my phone.
 3. I never check the time on my phone.
-
1. I tend to walk and talk quite fast throughout my daily activities.
 2. I tend to take my time throughout my daily activities.
 3. I tend to walk and talk slowly throughout my daily activities.
-
1. I almost always complete my homework.
 2. I usually complete my homework.
 3. I often fail to complete my homework.
-
1. I like to finish assignments and reports with a little time to spare.
 2. I tend to finish assignments and reports exactly on the due dates.
 3. I sometimes finish assignments and reports a little late.
-
1. I rarely spend more than 15 minutes at a time texting my friends.
 2. I sometimes spend more than 15 minutes at a time texting my friends.
 3. I often spend more than 15 minutes at a time texting my friends.
-
1. I rarely spend more than an hour eating a meal.
 2. I sometimes spend more than an hour eating a meal.
 3. I usually spend more than an hour eating a meal.
-
1. I never watch more than 1 ½ hours of videos on line each night.
 2. I sometimes watch more than 1 ½ hours of videos on line each night.
 3. I usually watch more than 1 ½ hours of videos on line each night.
-
1. I never spend more than an hour on social media at any one time.
 2. I sometimes spend more than an hour on social media at any one time.
 3. I usually spend more than an hour on social media at any one time.

Now add up the numbers that you have circled: _____

The higher the total, the more you need to work on time management skills now that you are in high school. If your total is over 10, you probably need to adjust your priorities and begin to take more responsibility for managing your time.

Activity adapted from:

Langan, John. Ten Skills You Really Need to Succeed in School. Townsend Press, 2001.
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