



## LEARNING ACTIVITY – Hour by Hour Time Management

### Topic

Study Skills

### Type of Activity

In Person

### Recommended Grade Level(s)

9, 10

### Time Needed

30 minutes, and follow up

### Group Size

1:1-15

### Materials Needed

- “Time Flies” handout
- Pens/Pencils (if printed)
- Computer (if on google classroom)

### Social Emotional Skill(s) to Integrate

- Self-Awareness
- Self-Management
- Social Awareness
- Relationship Skills
- Responsible Decision-Making

### Space Needed (if in-person)

Classroom or meeting space

### Description of Activity

Students will plan an hour-by-hour schedule of a typical school day, practice living by the schedule, and then compare in a follow up meeting for discussion or a written reflection.

The activity isn't designed to “teach” students time management strategies, but rather engages them in thinking about how they spend their time – and how they may want to tweak their choices to better pursue their academic or personal goals.

### Students will understand...

Organizational and study skills lead to success.

### Students will be able to...

Use tools and learning strategies to manage attendance, assignments, and tests.

### Preparations

- Make copies of “Time Flies” handout

### Instructions

Tell students this will be an activity exploring how they spend their time on things they want to do and things they need to do. Explain that the first meeting will be making a plan, and the second meeting will be a follow up discussion of how it went in real life.

First Meeting:

- Complete the Time Management handout for a typical day in your life as a student. Compare and contrast with your peers or instructor. See tips for facilitating activity and discussion prompts (included on next page).

Second Meeting:

- Review what the experience was like in real life. Ask the Questions and Discussion prompts (included on next page).

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## Reflection Activity, Questions, Discussion Prompts

### First meeting Discussion Prompts/ Facilitation Tips:

- Filling this out with students is a good idea because they can see how long it takes you to complete and ask questions as you work on it together.
- Guide students to consider what time is committed, versus what time is flexible.
- Ask them to consider how much free time is built into their schedule, vs. how much responsibility they have at school and home.
- Discuss self-care and school/life balance.

### Second Meeting Discussion prompts:

- Compare their plans to lived reality. Did they predict accurately? Were they surprised by any aspect of how they spent their day?
- How can we advocate for ourselves to ensure we: have time we need to complete homework at home, make time for fun and social life, make time for rest our bodies need to function well, set goals for using our time differently or “better” to reflect our academic and personal goals?
- Talk about adapting to change – sometimes a conflict arises, and you need to flex your time to reflect that. For example: you had to watch your little sibling while your parent went somewhere, so that ate into your homework time. How can you adapt? For example: communicate with your teacher by email about unexpected home responsibility if there is a deadline you are going to miss, make sure you take time the next day or that weekend (takes from free time pool) to accommodate the work time you still need, etc.

## Variations for this Activity

- Can be done virtually by building out a google classroom space with the handout uploaded and a group discussion post that includes the prompts above. Perhaps fewer questions would be asked in an online format.
- You could give students 5-hour-by-hour worksheets and have them document their life for a week, rather than predict it which this activity asks them to do. You could then review all 5 “real days” and look for patterns in behavior. For example, how did they use their free time? How much sleep did they get? Did they stay on top of their schoolwork/ home responsibilities?



# Time Flies

Good time management is all about balance between your needs and your wants. Your goal is to feel good at the end of the day, having accomplished most if not all of the things you put your mind to. This looks like: not falling behind on anything you need to get done (which can create stress) - and taking care of yourself and loved ones. Make your daily plan below:

**Date:**

**Day of Week:**

	<i>Description of how each hour will be used...</i>
7am	
8am	
9am	
10am	
11am	
12pm	
1pm	
2pm	
3pm	
4pm	
5pm	
6pm	
7pm	
8pm	
9pm	
10pm-6am	