

Lesson 6 – Time Management

Lesson

How to determine your time management

Explanation

Divide participants into teams of five. One of these people will be a scorer for another team. Unveil the numbered list of tasks. Explain that they have ten minutes to collect as many points as possible. They must be safe and they only have five minutes. The scorer will keep track of how many of the activities were done and done correctly. Each team will be given a single piece of paper.

Activity

Give participants five minutes to perform their tasks. After five minutes, have the scorekeeper add up their points, collect the papers, and announce the winner. Keep the list of tasks; you may want to tape it to the wall.

Preparation

Write out the following list on a piece of flip chart paper. Ensure that it stays covered until the end of the activity explanation (a possible total of 215 points)

1. One member does a lap around the room (5 pts)
2. Create something to wear, such as a hat or tie (10 pts)
3. Find out something unique about each person on the team (5 pts)
4. Sing a song together (15 pts)
5. Make a paper airplane and throw it across the room (10 pts)
6. Get everyone in the room to sign a single piece of paper (5 pts)
7. Name at least 25 different states (20 pts)
8. Count the number of pets owned by your group (10 pts)
9. Assign a nickname to each member of the team (5 pts)
10. Make a tower out of the materials owned by your group (10 pts)
11. Name your team and come up with a slogan (5 pts for the name, 5 pts for the slogan)
12. Re-create the sounds of the ocean with your voices (10 pts)
13. Make a list of what your team wants out of advisory (15 pts)
14. Form a line and conga from one end of the room to another (5 pts)
15. Everyone take their shoes off and then put them back on (10 pts)
16. Create a list of the top 5 books you would recommend (15 pts)
17. Members must stand in a line and come up with types of animals following the alphabet (5 pts for each time through)
18. Count the number of chairs in the room (15 pts)
19. Add all of the group's ages together (5 pts)
20. Form a human pyramid (10 pts)

Some Things to Consider

- Make sure the scorekeeper is strict with the awarding of points. In other words, if the task requires you to sing a song, the entire song needs to be sung, not just a couple of verses, in order to get the points.
- The scorekeeper does not participate with the group. They are simply watching to see that tasks are completed and awarding points.
- Observe the strategy groups are using, are they just going down the list or picking and choosing what to do based on a criterion.

Debrief

After the activity, discuss how the activity went:

- How did teams decide what tasks they wanted to do? Most groups will analyze the time the task will take and/or the difficulty level, compare it with the value (possible number of points), and prioritize as a result.
 - We do this when managing our time, too: we often choose the high-yield, low-effort tasks over the low-yield, high-effort tasks (and rightly so).
- How important was prioritizing?
- Are any decisions based on whether you felt comfortable with the task?
- What group dynamics came into play?
- What could you have done to score better on the activity?

What are some things that can waste time?

Possible Answers

1. *Indecision*
2. *Not being efficient*
3. *Unanticipated interruptions*
4. *Procrastination*
5. *Unrealistic time estimates*
6. *Unnecessary errors*
7. *Poor Organization*
8. *Micro-management*
9. *Poor planning and lack of a backup plan*
10. *Failure to delegate or delegating without authority*

How can you save time?

Possible Answers

1. *Concentrate on doing only one task at a time*
2. *Establish daily, short term, mid-term and long term goals*
3. *Get rid of unneeded things*
4. *Establish personal deadlines*
5. *Get rid of busy work*
6. *Maintain accurate calendars or lists*

7. *Keep things simple*

8. *Ensure time is set aside for high priority tasks*

9. *Set aside time for reflection*

10. *Adjust priorities*

Takeaways

- Determine what can and does not need to be done
- Use a calendar
- Look at the big picture
- Identifying time wasters and avoid them

Discussion question

Why would managing your time be so important? How do you manage your time?

Additional activities and resources

Prioritize

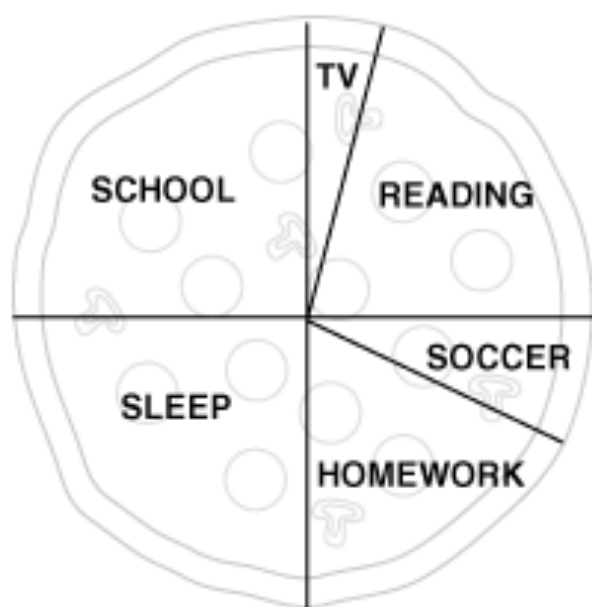
<https://www.familyeducation.com/school/gifted-education/time-management-gifted-kids>

<https://educationaladvancement.org/developing-study-habits-and-the-gifted-student/>

Print out your own [blank pizza chart](#) to schedule on!

Planning by Pie Chart

Try planning by **pie chart**! Here's an example.



- _____ One member does a lap around the room (5 pts)
- _____ Create something to wear, such as a hat or tie (10 pts)
- _____ Find out something unique about each person on the team (5 pts)
- _____ Sing a song together (15 pts)
- _____ Make a paper airplane and throw it across the room (10 pts)
- _____ Get everyone in the room to sign a single piece of paper (5 pts)
- _____ Name at least 25 different states (20 pts)
- _____ Count the number of pets owned by your group (10 pts)
- _____ Assign a nickname to each member of the team (5 pts)
- _____ Make a tower out of the materials owned by your group (10 pts)
- _____ Name your team and come up with a slogan (5 pts for the name, 5 pts for the slogan)
- _____ Re-create the sounds of the ocean with your voices (10 pts)
- _____ Make a list of what your team wants out of advisory (15 pts)
- _____ Form a line and conga from one end of the room to another (5 pts)
- _____ Everyone take their shoes off and then put them back on (10 pts)
- _____ Create a list of the top 5 books you would recommend (15 pts)
- _____ Members must stand in a line and come up with types of animals following the alphabet (5 pts for each time through)
- _____ Count the number of chairs in the room (15 pts)
- _____ Add all of the group's ages together (5 pts)
- _____ Form a human pyramid (10 pts)

_____ **Total score**