

# **Time Management Workshop**

*(Karen L. Crawford@mcpsmd.org)*

## **Materials:**

- *Powerpoint presentation (speaker notes)*
- *Handouts*
- *Chart paper/markers*
- *Tips visuals*
- *Rocks in a Jar illustration*

## **Organization Practice...(handout)**

6 minutes (6 minutes running)

## **Background Information**

4 minutes (10 minutes running)

## **Objectives**

2 minutes (12 minutes running)

## **A Personal Time Survey (handout)**

8 minutes (20 minutes running)

## **Time Wasters / Time Savers (chart paper – marker race)**

5 minutes (25 minutes running)

## **Daily Schedules (review briefly)**

3 minutes (28 minutes running)

## **Tips (select 4 students (read from papers around room))**

4 minutes (32 minutes running)

## **Rocks in a Jar**

5 minutes (37 minutes running)

## **Closing Question**

1 minute (38 minutes running)

## **Objectives Review**

2 minute (40 minutes running)

Give out rest of handouts.....

## Organization Practice

In this exercise, you are to assume that you are a student who has to do the following list of things in the coming week. Today is Monday. Organize your schedule so that you can get everything done by Sunday. You may use a weekly calendar, lists, or whatever other organizer works for you.

1. A best friend who's moved out of town is coming back for the weekend. She will arrive Friday afternoon, and wants to do something with you before she leaves at 1:00 on Sunday.
2. You have a part-time job and your schedule this week is Monday 5 :00- 8: 00 p. m., Thursday 5:00-9: 00 p. m., and Saturday 9: 00 a. m. -5: 00 p. m.
3. There is a Classics Society meeting after school Thursday at 3: 00 that you want to attend.
4. You have two job applications that you want to fill out that have deadlines this Friday.
5. Mom says clean your room or you don't go out this weekend.
5. There's a big English test on Friday on *Moby Dick* and you still have 100 pages to read.
6. Friday night there's a concert you want to go to at the Fox.
7. You have a date with friends on Saturday night.
8. Your little brother's birthday is Wednesday and you're having a family dinner and party. You have to help clean up the house, cook the dinner, and decorate. It starts at 6:30.
9. Read Chapter 5 and make a collage about what the constitution means to you for History. Due Thursday 3rd period.
10. Math problems to do, page 187 numbers 2-23 for Tuesday.
11. Read handouts for Leadership for Wednesday and do worksheets.
12. Canned Food Drive committee meeting Wednesday after school, 2:45
13. Spanish test on Friday.
14. Special Olympics committee meeting after school on Monday.
15. You have church from 10:30 to 11:45 a.m. Sunday.

Duplicate the items below (make several copies) as students start working on their schedule wall and drop off these additional items.  
**for you at 3:30pm on Tuesday.**

Your church youth group called a meeting for Tuesday at 7:00pm

*Some friends are getting together for a bowling party on Saturday night.*

*You just got back a quiz in Spanish that you flunked!!  
Now you really need to ace the test on Friday.*

There's a Key Club meeting on Tuesday after school.

*Your SAT preparation class meets on Wednesday from 6-*

*8:00pm*

There's a Key Club meeting on Tuesday after school.

*Mom said to pick up the dry cleaning after school Thursday.*

prices for tee shirt  
printing at different  
places and give a report  
at next Monday's  
meeting...with a  
recommendation on  
where the school should  
order the Special  
Olympics tee-shirts for  
this year.

Be  
tar  
det  
aft  
con  
tar  
tar  
add  
low  
Sto

TO: \_\_\_\_\_

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

# While You

MR/MS: Andy Marter

OF your place of employr

AREA CODE \_\_\_\_\_ PHONE 555-123

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> TELEPHONED | <input type="checkbox"/> PLEASE PHONE       |
| <input type="checkbox"/> CAME BY TO SEE YOU    | <input type="checkbox"/> WILL CALL AGAIN    |
| <input type="checkbox"/> WANTS TO SEE YOU      | <input type="checkbox"/> RETURNED YOUR CALL |

MESSAGE \_\_\_\_\_

His dad's in the hospital and he i  
you to work his Tuesday 5-9pm shi  
said to remember he worked i  
last weel

MESSAGE TAKEN BY KCrawfor

11/26/81

## A Personal Time Survey

To begin managing your time you first need a clearer idea of how you now use your time. The Personal Time Survey will help you to estimate how much time you currently spend in typical activities. To get a more accurate estimate, you might keep track of how you spend your time for a week. This will help you get a better idea of how much time you need to prepare for each subject. It will also help you identify your time wasters. But for now complete the Personal Time Survey to get an estimate.

The following survey shows the amount of time you spend on various activities. When taking the survey, estimate the amount of time spent on each item. Once you have this amount, multiply it by seven. This will give you the total time spent on the activity in one week. After each item's weekly time has been calculated, add all these times for the grand total. Subtract this from 168, the total possible hours per week. Here We Go.

Questions	Your hours		Total
1. Number of hours of sleep each night		X 7	=
2. Number of grooming hours per day		X 7	=
3. Number of hours for meals/snacks per day and include preparation time		X 7	=
4a. Total travel time weekdays		X 5	=
4b. Total travel time weekends			=
5. Number of hours per week for regularly scheduled functions (clubs, church, get-togethers, etc.)			=
6. Number of hours per day for chores, errands, extra grooming, etc.		X 7	=
7. Number of hours of school per week			=
8. Number of average hours per week socializing, dates, etc.			=
<b>ADD UP THE TOTALS</b>			=
<b>SUBTRACT THE ABOVE NUMBER FROM 168</b> (the number of possible hours in a week)			168 -
The remaining hours are the hours you have for studying/homework!			

## TIME MANAGEMENT HINTS FOR STUDENTS

### WAYS IN WHICH TIME IS WASTED

- Through procrastination (Don't put off for tomorrow what you can do today!)
- Don't do things half way
- Doing things that you shouldn't be doing at all
- Unexpected visitors
- Lack of priorities and deadlines
- Personal disorganization
- Attempting to do too much at one time

### WAYS TO SAVE TIME

- Have all the materials you need to get the assignment done in one place at home
- Make a list each morning of "things to do;" Prioritize items according to importance
- Keep and use a daily agenda/calendar
- Have a place for everything; Have everything in its place when it is not being used
- Keep a list of goals and objectives
- Do what you need to do now, get started immediately
- Know where your time goes
- Stop working on assignments when they become unproductive; take a break; go back to work as soon as possible
- Rise early and go to bed early - Rest is important!

## Daily Schedules – Time Management

There are a variety of time schedules that can fit your personality.

1. First, put down all of the necessities; classes, work, meals, etc.
2. Now block in your study time (remember the study time formula presented earlier). Schedule it for a time when you are energized.
3. Make sure to schedule in study breaks, about 10 minutes each hour.
4. Be realistic on how many courses to take. To succeed in your courses you need to have the time to study. If you find you don't have time to study and you're not socializing to an extreme, you might want to consider lightening your load.

Tips for saving time now that you know how you spend most of your time, take a look at it. Think about what your most important things are. Do you have enough time? Chances are that you do not. Below are some tips on how to schedule and budget your time when it seems you just don't have enough.

### **Don't be a perfectionist**

Trying to be a perfect person sets you up for defeat. Nobody can be perfect. Difficult tasks usually result in avoidance and procrastination. You need to set achievable goals, but they should also be challenging. There will always be people both weaker and stronger than you are.

### **Learn to say no**

For example, an acquaintance of yours would like you to see a movie with him tonight. You made social plans for tomorrow with your friends and tonight you were going to study and do laundry. You really are not interested. You want to say no, but you hate turning people down. Politely saying no should become a habit. Saying no frees up time for the things that are most important.

### **Learn to Prioritize**

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators. A "to do list" places items in order of importance. One method is the ABC list. This list is divided into three sections; a, b, or c. The items placed in the A section are those needed to be done that day. The items placed in the B section need completion within the week. The C section items are those things that need to be done within the month. As the B, C items become more pertinent they are bumped up to the A or B list. Try it or come up with your own method but do it.

### **Combine several activities**

Another suggestion is to combine several activities into one time spot. While commuting to school, listen to taped notes. This allows up to an hour or two a day of good study review. While you are showering, make a mental list of the things that need to be done. When you watch a sit-com, laugh as you organize your notebook, eat a snack, etc. These are just suggestions of what you can do to combine your time, but there are many others, above all be creative, and let it work for you.

### **Conclusion**

After scheduling becomes a habit, then you can adjust it. It's better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.

## Rocks in a Jar

- *“Okay, time for a quiz.”*
- Get out a one-gallon, wide-mouthed jar and set it on the table in front of group.
- Get out about a dozen, fist-sized rocks and carefully placed them, one at a time, into the jar.
- When the jar was filled to the top and no more rocks would fit inside, ask ***“Is the jar full?”*** (wait for responses)
- Get out a hidden bucket of gravel. Dump some gravel in and shake the jar, causing pieces of gravel to work themselves down into the space between the big rocks.
- Ask the group, ***“Is the jar full?”*** (wait for responses)
- Get out a hidden bucket of sand. Dump the sand in the jar moving the jar so it goes into all the spaces left between the rocks and the gravel.
- Ask the question, ***“Is this jar full?”*** (wait for responses)
- Get out a hidden pitcher of water and pour it in until the jar is filled to the brim.
- Ask ***“What is the point of this illustration?”*** (wait for responses)
- *“The truth is that this illustration teaches us is: if you don't put the big rocks in first, you'll never get them in at all.”*
- *“What are the big rocks in your life?”*
- *“Remember to put these BIG ROCKS in first or you'll never get them in at all. If you sweat the little stuff (the gravel, the sand, etc.) then you'll fill your life with little things you worry about that don't really matter, and you'll never have the real quality time you need to spend on the big, important stuff.”*