



Planning For Improvement

Description:

In the previous activity, students assessed how they currently used their time.

Now it's time for students to take that data and decide what to do with it. Students should ask themselves: On what activities do I spend too much time? On what activities do I spend too little time?

Objectives:

Students will:

- analyze the graph created in the last activity
- cooperatively establish recommended guidelines for time use
- set goals for improvement in time management skills

Procedure:

1. Photocopy and hand out the facing sheet.
2. Ask students to fill out Column A, based on the results of the previous activity.
3. Then break your class into groups of 3-5 students and ask them to discuss where time could be saved. Have them cooperatively fill out column B.
4. Ask students to set time goals for the categories based on the group's suggestion and their own input. They can record these new goals in column C.
5. You may wish to hold a brief class discussion on this activity, and the previous activities on goal-setting and time management. What did students learn? Were there any surprises? What was most valuable?



Name: _____

CATEGORY	A Actual Time Used Presently	B Time Suggested By My Group	C My Time Management Goal
1. Sleeping/ Resting	_____ Hrs.	_____ Hrs.	_____ Hrs.
2. Dressing/ Hygiene	_____ Hrs.	_____ Hrs.	_____ Hrs.
3. Eating	_____ Hrs.	_____ Hrs.	_____ Hrs.
4. Travel	_____ Hrs.	_____ Hrs.	_____ Hrs.
5. Classes	_____ Hrs.	_____ Hrs.	_____ Hrs.
6. Extra Curricular	_____ Hrs.	_____ Hrs.	_____ Hrs.
7. Work	_____ Hrs.	_____ Hrs.	_____ Hrs.
8. Chores	_____ Hrs.	_____ Hrs.	_____ Hrs.
9. Appointments	_____ Hrs.	_____ Hrs.	_____ Hrs.
10. Study Time	_____ Hrs.	_____ Hrs.	_____ Hrs.
11. Homework Time	_____ Hrs.	_____ Hrs.	_____ Hrs.
12. Volunteering	_____ Hrs.	_____ Hrs.	_____ Hrs.
13. Down Time	_____ Hrs.	_____ Hrs.	_____ Hrs.

TOTAL	24 HRS.	24 HRS.	24 HRS.
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Write your time management goals in your agenda. Are they S.M.A.R.T.?

I must govern the clock, not be governed by it. - Golda Meir