

# LESSON 4:

## VISUALIZING TIME FOR YOUR DAILY ACTIVITIES

### Directions

#### DONE (the goal)

In this lesson, you will learn to visualize how much time you spend on your activities. Many people think that their activities take either more or less time than they actually take, which can lead to problems and make them feel disorganized. The more you practice accurately seeing the amount of time your daily activities take, the stronger you'll become at planning and managing your time.

#### DO (the steps you will take)

- On the chart provided, list some activities you have done in the past week.
- List the approximate start and stop times for each activity.
- Using a Working Clock or a clock image, mark the start and stop times and then shade in the volume of time spent on each activity.





#### GET READY (the materials you will need)





- A copy of the Activities for Visualizing Time Chart
- Pen or pencil
- Working Clock, photocopy of a clock (see Appendix A), or online whiteboard clock image
- Dry-erase marker (for Working Clock)

Example:

| Activity   | Start Time | Stop Time | See the Time  |
|--|------------|-----------|---|
| Morning routine (shower, blow-dry hair, get dressed)       | 6:45       | 7:15      |  |
| Finding pictures online for a collage for a school project | 4:30       | 5:15      |  |

Activity: Visualizing Time

| Activity | Start Time | Stop Time | See the Time  |
|----------|------------|-----------|---|
|          |            |           |    |
|          |            |           |   |
|          |            |           |  |
|          |            |           |  |

| Activity | Start Time | Stop Time | See the Time  |
|----------|------------|-----------|---|
|          |            |           |    |
|          |            |           |   |
|          |            |           |  |
|          |            |           |  |