

# LESSON 1: ADVANTAGES OF TIME MANAGEMENT

## Directions

### **DONE (the goal)**

Picturing the future is one of the most important things people can do to motivate themselves to carry out an activity. In this lesson, you will identify and visualize the ways in which your future can change for the better once you have learned strategies to help you successfully manage your time.

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

#### *Activity 1*

- Highlight or circle the advantages of managing your time in the following chart that you feel apply to you (ignore the ones that do not apply), and feel free to add your own in the blank boxes provided.
- Look back over your highlighted statements and pick out the one, two, or three that mean the most to you.

#### *Activity 2*

- For each statement, answer the questions on the Time Management Goal Setting pages. (There are three goal setting pages, one for each statement you pick.) On those pages, you will draw a rough sketch of each goal, as in the student example provided.

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

- A copy of the Advantages of Successfully Managing Time Chart
- Copies of the Time Management Goal Setting Activity Pages
- Pencil or pen
- Highlighter (optional)

## Activity 1: Advantages of Successfully Managing Time

My parent(s) will stop nagging me to get things done	I'll stop getting so many tardies on my report card	I'll have more time to get to bed earlier and get more sleep	When I plan and get things done on time, my parent(s) will be happier with me
When I'm on time getting to class and turning in assignments, I feel more confident and in control	If I plan my homework and my study time better, I'll improve my grades	If I improve my grades, I'll strengthen my application for school or a job	If I improve my grades, I'll _____
Being on time and organized demonstrates dependability and will help me advance in my job or on my team (e.g., by becoming team captain or stage manager)	Being on time shows respect for other people and shows that you care as much about their time as your own	I'll be more organized and won't miss important information about homework and assignments	I'll feel more relaxed and less stressed
When I manage time well, I'm seen as reliable and gain more trust	When I get distracted, homework and chores take longer than they need to. If I am focused, I'll have more time for the things I want to do	I'll have more time to _____	I won't miss out on fun or important activities because I'm late or did not reply to email/messages
Being more organized will mean that I won't forget items I need for school and practice, which wastes time	I won't have to always be apologizing and feeling like I'm letting people down	I won't strain my relationships with others	Planning my time better will mean that I won't always feel like I'm rushing

Being on time and focused means I'll make fewer mistakes in my work, and I won't have to redo things	When I organize my time, I can fit more fun activities in my schedule	When I organize my time, I can participate in activities such as _____	When I'm on time, my teachers won't be frustrated and want to meet with me after class
When I'm on time, I'll have a few minutes before class or practice to relax and really think about what I need to do	When I organize my time, I won't forget to do my homework assignments		

Activity 2: Goal Setting

In the Time Management Goal Setting Activity that follows, you will refine the statements you have highlighted into focused goals. You will pick the one, two, or three statements from the Advantages of Successfully Managing Time chart that are the most important to you, and you will think about why they matter to you. You will draw a quick sketch for each statement to help you see more clearly what your future will look like once you have accomplished your time management goals. Following the student example, three goal setting activity pages are provided, one for each time management goal.

Example: