

# LESSON 4: TIME MANAGEMENT & PRIORITIZING





# AGENDA

- Who can remember our norms? Let's review!
- Check-in/review of last session
- Prioritizing
- Time management
- Self-reflection





# ASCA MINDSETS & BEHAVIORS / LEARNING OBJECTIVES

## ASCA Mindsets & Behaviors:

- M 1. Belief in development of whole self, including a healthy balance of mental, social/emotional and physical well-being
- B-LS 7. Identify long- and short-term academic, career and social/ emotional goals
- B-SMS 5. Demonstrate perseverance to achieve long- and short-term goals

## Learning Objectives:

Students will be able to:

- Identify and explain the acronym for “S.M.A.R.T” goals
- Examine their report card learner responsibilities
- Create data-driven S.M.A.R.T. goals





# CHECK-IN:

- Review of last week's lesson – *SMART Goals*
- Review SMART progress monitoring

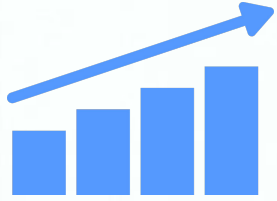




# LESSON #4 PRE-SURVEY

Please complete your  
pre-survey by circling the  
best answer :)





# PURPOSE OF THE LESSON

- Identify your priorities
- Explore how you currently use your time
- Discuss the relation between your priorities and current use of time
- Ways to manage your time better

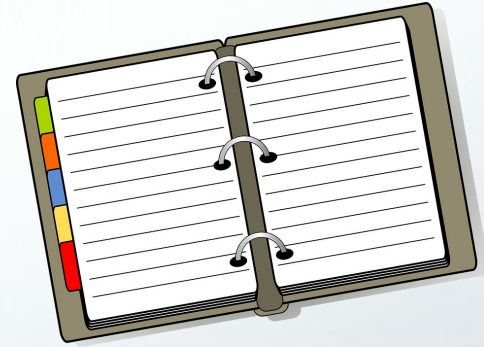




# PRIORITIZING

What is it?

Putting activities in order  
from most important to  
least important

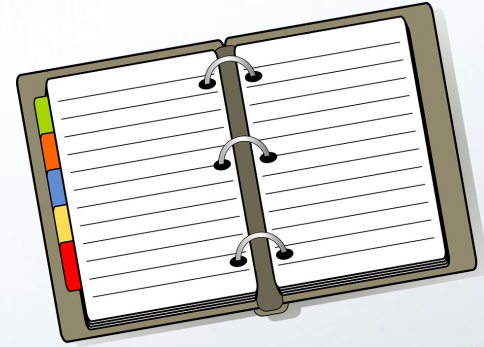




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# WHY IS TIME MANAGEMENT IMPORTANT?



Managing your time helps you to:

- Complete tasks on time
- Reduce stress
- Improve responsibility
- Make more time for the things you like to do for fun



# TIME MANAGEMENT VIDEO



- **Youtube video-**

[https://www.youtube.com/watch?time\\_continue=29&v=F5Jl\\_6nsgaM](https://www.youtube.com/watch?time_continue=29&v=F5Jl_6nsgaM)



## VIDEO RECAP

- Always put the big rocks in first so that you can fit everything else in!
- If you fill your jar up first with the sand or pebbles, there won't be any room for the rocks



# VIDEO RECAP

- What are your priorities (big rocks)? Work on these first because they move you toward your goals
- Once your priorities are scheduled, then you can fill the rest of your schedule with activities that are less important, but still need to get done



# NEED TO DO VS. IMPORTANT TO DO VS. WANT TO DO

## (GUIDED WORKSHEET)

### Need to do (Big Rocks)

**\*Complete these 1<sup>st</sup>**

- Eat (breakfast, lunch, dinner, and snacks)
- Sleep (at least 8 hours a night)
- Time in the bathroom/ hygiene

### Important to do (Pebbles)

**\*Complete these 2<sup>nd</sup>**

- Chores/ Family obligations
- Homework
- Extracurricular practice (sports, instruments, drama, etc.)

### Want to do (Sand & Water)

**\*Complete these 3<sup>rd</sup>**

- Video games
- Television & Movies
- Playing with friends



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# WORKSHEET: HOW DO I SPEND MY TIME

- List all of the activities you do in a typical day
- List the time you spend on each activity
- Use a pink highlighter for NEED to do activities
- Use yellow highlighter for IMPORTANT to do activities
- Use green highlighter for WANT to do activities

## REFLECTION: HOW ARE YOU SPENDING YOUR TIME?

- How much time in pink and yellow?
- Do green activities help you reach SMART goals?
- Do you need to re-organize your priorities to help you better meet your goals?



## CLOSURE

- Try to use spend the majority of your time this week completing NEED to do and IMPORTANT to do activities
- We look forward to seeing improvement on your progress monitoring sheet
- Improvement = Earn a prize!

