
LESSON B

Managing Resources

FOCUS: Individuals can acquire skill in managing resources. Managing resources includes balancing demands on your energy to maintain personal well-being. Experts have devised time and money management tools to aid in planning.

ACTIVITIES:

1. Display some item that accomplishes the same purpose but has lots of choices (brands of jeans, breakfast cereals, shampoo). Have students decide which to buy and be prepared to tell why they chose what they did. Note variety of considerations. Allow time for the students responses. Discuss how management of resources compete with one another and how using them for one decision impacts what can be done in another area. For example, if it's important to you to wear brand jeans you may have to compensate in another area. Or, compare going out to eat with eating prepared breakfast cereals, cooking inexpensive breakfast cereals or skipping breakfast all together and the impact of those decisions on other decisions.
2. Have students analyze factors that affect decisions they make about their resources. For example, how would a decision about transportation be influenced by social trends, wants, values, lifestyle, politics, technological developments, etc: Use Student Handout, "Managing Resources."
3. Help students understand the importance of balancing demands on their energy by having them write a brief newspaper article (including the headline) about a person who did or did not balance demands on personal energy to maintain well being. Use Student Handout, "Balancing Demands." Discuss how they will avoid the imbalance trap.
4. Help students evaluate how well they use time and identify typical time wasters. Have students complete the "Habits? Procrastination" quiz and then discuss "MACKENZIE'S TIME TRAP: TOP 40 TIME-WASTERS WORLD WIDE".
5. Have students keep track of how they spent their time for five days and complete Student Handout, "Taking Control."
6. Display a variety of time management tools such as a desk calendar, Franklin planner, pocket planner, etc. Identify tools for time management, tips for using them and why one might be selected over another. See Teacher Information, "Time Management," "Study Time Dos and Don'ts." (Calendars have also been included to be give to students to reproduce for their own use). Have students make a personal plan to use time more efficiently by incorporating some of the tools and management principles into their daily routine.

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7. Choose a goal and use each step in the management process to achieve that goal. Use Activity and Enrichment and Activity worksheets 1 in Chapter 1, Life Management Text (Prentice-Hall, Inc.).

Choices???

Brands of jeans—8 kinds
 Flavors of ice cream—31?
 Videos galore
 25 varieties of cereal
 16 brands of makeup...

**Managing Resources**

It can be overwhelming—the number of resources available and the number of choices we face. Daily choices grow in number as life in our society becomes more complex. These decisions about choices are compounded by peer pressure—what to wear, what and where to eat, with whom to associate and, in what activities to be involved. Difficulties surface when we are faced with impromptu encounters and when we have not thought through things ahead of time.

Certain factors can affect decisions we make about our resources. Consider the factors that affected and could affect the following decisions involving use of the following resources:

- social, economic trends
- wants, needs
- values, goals
- priorities
- lifestyle
- political system
- ecological influence
- technology

Decisions made by your **parents** when they were your age.

Decisions made by **you** today.

Decisions that **your children** will make.

Of course, individuals can acquire skill in managing resources. Experts have devised time and money management tools to aid in planning. Compare a number of time and money management tools. In the space below, write a beginning plan for managing your resources and why management tools may or may not be used to assist you.

Balancing Demands

Managing resources includes balancing demands on your energy to maintain personal well being. Health is considered to be a state of complete physical, mental, and social well-being and not merely the absence of disease or infirmity. Write a brief newspaper article (including the headline title) about a teen who did or did not balance demands on personal energy to maintain well being.

Journal Entry #1



What is the most frustrating thing you face concerning your personal well-being?

DAILY NEWS

“

”

Period _____

Name _____

HABITS? PROCRASTINATION?

Whether you are a pretty good manager of time or a chronic waster of time, you can start to improve your use of time. First, analyze your personal time management skills. Many people are aware of the fact that they need to manage time, but most fail to do so.

Directions: Analyze your time-management skills by circling either "yes" or "no" to the following statements:

- | | |
|---|--------|
| 1. Do you start the day before thinking through what has to be done? | YES NO |
| 2. Do you start a job before thinking it through? | YES NO |
| 3. Do you leave jobs before they are completed? | YES NO |
| 4. Do you do the easy or less important work first before the more important (and possibly more unattractive) work? | YES NO |
| 5. Do you do work by hand that a machine could do? | YES NO |
| 6. Do you try to do things that aren't really your job, such as a job assigned to other people? | YES NO |
| 7. Do you spend a lot of time doing the things you have always done and are good at? | YES NO |
| 8. Do you feel that it is easier to do things the way you have always done them even though a new way is better? | YES NO |
| 9. Do you start projects that you have little interest in or know that you probably will not finish them? | YES NO |
| 10. Do you make sure short, easy tasks get done first? | YES NO |
| 11. Do you fail to anticipate crisis? | YES NO |
| 12. Do you handle the concerns of others immediately when requested? | YES NO |
| 13. Do you handle a large number of different jobs? | YES NO |
| 14. Do you socialize either in person or via telephone with friends or neighbors several times daily? | YES NO |
| 15. Do you get distracted by things around the house such as newspapers, TV, or friends who drop in to see you while you are working? | YES NO |
| 16. Do you make several trips rather than grouping errands together for one trip? | YES NO |

To rate yourself, count the number of "YES" answers and the number of "NO" answers. If you answered "YES" more often than "NO" you have a lot of work ahead of you. If you have three to seven "YES" answers, you can improve the effective use of time. If you answered "YES" to more than twelve questions, you are in big trouble.

What changes could you make in each item you circled "YES" in order to be a better manager of time?

Procrastinate: formed from two Latin words pro (forward) and cras (tomorrow). Hence, to procrastinate is to bring forward for tomorrow, or to put off.

Source: "Consumer Education" Stillwater, OK: Curriculum and Instructional Materials Center

MACKENZIE'S TIME TRAP: TOP 40 TIME-WASTERS WORLD WIDE

Planning:

1. Lack of objectives/priorities/planning
2. Crisis management, shifting priorities
3. Attempting too much at once – unrealistic time estimates
4. Waiting for planes/appointments
5. Travel
6. Haste/impatience

Organizing:

7. Personal disorganization/cluttered desk
8. Confused responsibility and authority
9. Duplication of effort
10. Multiple bosses
11. Poor filing system
13. Inadequate equipment/facilities

Staffing:

14. Untrained/inadequate staff
15. Under/over staffed
16. Absenteeism/tardiness/turnover
17. Personnel with problems
18. Over-dependent staff

Directing:

19. Ineffective delegation/involved in routine details
20. Lack motivation/indifference
21. Lack coordination/teamwork

Controlling:

22. Telephone interruptions
23. Drop-in visitors
24. Inability to say "NO"
25. Incomplete/delayed information
26. Lack of self-discipline
27. Leaving tasks unfinished
28. Lack of standards/controls/progress reports
29. Visual distractions/noise
30. Over-control
31. Not being informed
32. People not available for discussion

Communicating:

- 33. Meeting
- 34. Lack/unclear communication, instructions
- 35. Socializing/idle conversation
- 36. Over-communication
- 37. Failure to listen

Decision-Making:

- 38. Procrastination/Indecision
- 39. Wanting all the facts
- 40. Snap decisions

HOW AMERICANS SPEND TIME

On an average Americans spend:

- 5 years of life waiting in line
- 6 months sitting at traffic lights
- 1 year searching for misplaced objects
- 6 years eating
- 8 months opening junk mail
- 4 years doing housework
- 2 years trying to return telephone calls to people who never seem to be in

- the average married couple spends four minutes a day in meaningful conversation
- the working couple spends 30 seconds a day talking with their children
- the average workweek has decreased from over 70 hours in 1900 to around 37 hours today.
- Paid vacations and holidays have also shortened the working year resulting in more discretionary time or more leisure time.

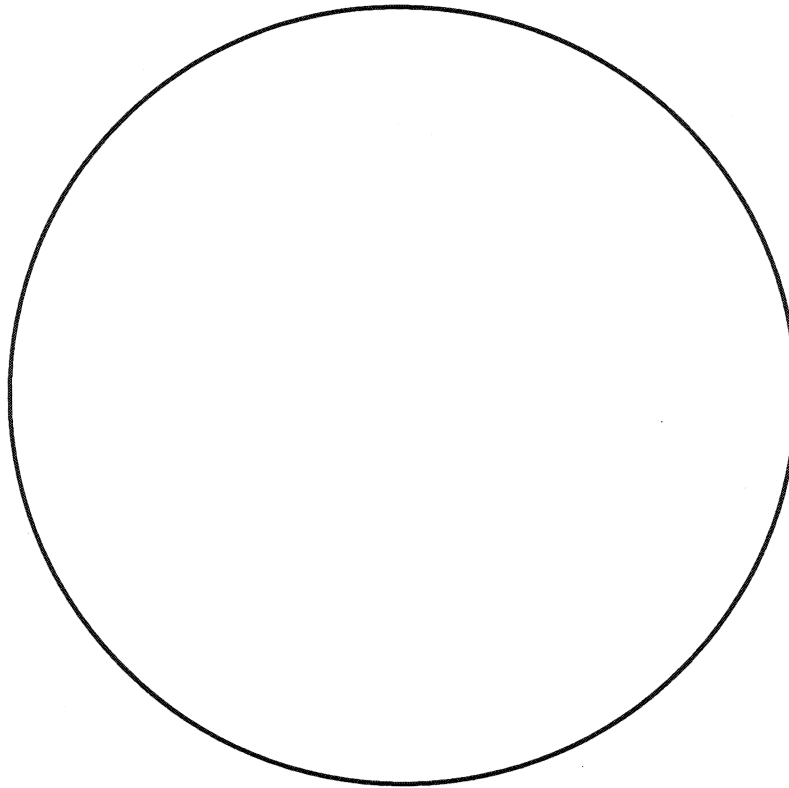
Source: Colorado Core Curriculum "Life Management," Colorado State University, 1991.

Period _____

Name _____

TAKING CONTROL

Using the record of your time for the past five days, divide your activities into a pie chart using categories such as school, work, sports, hobbies, church, home, social. What is your basic routine?



Look at your five day record of your time, how much time do you waste?

Make a list of the nonessential activities you spent too much time on during the past five days (ie., watching TV, talking on the phone, shopping etc.

What can you eliminate during the next five days?

Make a list of all the tasks and activities you could accomplish in five to ten minutes. Think of this list during the day and try to make full use of waiting time or transitions time.

Think back to the "Habit? Procrastination?" quiz. Do you lose time to any of the areas you answered "yes" on the quiz.

List the things you procrastinate most.

Make a plan for improvement.

Are you spending enough time doing the things you want to do?

What would you like to spend more time doing?

How much time did you spend toward the goals you want to accomplish?

List the top 10 goals you have for the next 6 months? Did you spend time during the past 5 days on these goals?

Was it enough time to accomplish them?

If not what could you cut allowing you more time to spend accomplishing your goals?

Did you have too much or not enough leisure time?

Was it a normal amount compared to what you usually spend in 5 days?

TIME MANAGEMENT

Why manage time?

- To achieve goals
- Do things that are important to you
- Lessen the opportunity of omitting important events or assignments etc.
- Be reliable, do what's expected of you.
- Have more time

HOW TO START

Set Goals - what do you want to accomplish?

- Thank you notes
- Try out for the play
- Get an A in calculus
- Loose 10 pounds

Set priorities - once you've set your goals you must decide which tasks are most urgent.

Break large tasks into smaller ones.

TOOLS FOR TIME MANAGEMENT

Use a calendar - Weekly, monthly, yearly

- Record appointments, important events, holidays, birthdays etc
- It enables you to see when you have free time
- You don't have to memorize the dates and times of all your commitments
- You will not forget important activities or appointments

Make a schedule - a weekly or daily plan of your activities and the amount of time each will take.

Organize a "To Do List" - allowing you to set your priorities in order of importance. Include all your after-school activities and all the tasks that must be done at home. Then divide each day's tasks and activities into three groups

A—items that must be accomplished by a specific deadline.

B—items that are important tasks that do not have to be completed that day.

C—items or things you would like to do but could put aside without causing difficulties.

Choose a time to make your "To Do List" either the first thing in the morning or the evening for the next day. Keep in mind that your priorities may change during the day.

Cross out each item as you complete it. You'll feel good when you see how much you are accomplishing.

Organizing time gives you freedom to make changes. Don't be too rigid, but don't neglect to plan.

STUDY TIME DOS AND DON'TS

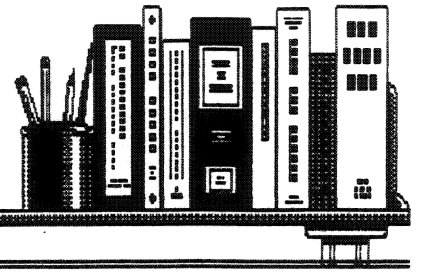
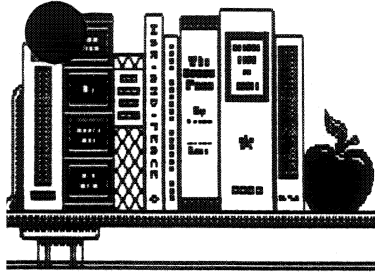
DOS

- Study when you're most productive. Some people are "morning people" and others are "night people."
- Use a regular study area. When you study in the same place every day, your body becomes trained to respond.
- Sit in a comfortable, chair at a desk or table where you have a good light.
- Study in a quiet place when you need to concentrate. If there's background noise that disturbs you, wear headphones and listen to quiet music.
- Take the first 10 minutes to outline your priorities. What is due tomorrow? What is due in two days? What is due next week?
- Schedule your time. Estimate how long it should take you to accomplish each task.
- Study the most difficult subjects first.
- Break up big projects, such as book reports, and term papers into small segments to do each day. Then you won't have to panic at the last minute to get the project done.
- Allow time for breaks. Use this time to do some exercises.
- Set realistic goals.
- Reward yourself say to yourself "I'll study for an hour then I'll watch TV for 30 minutes, then I'll study for 40 minutes and have a snack." It usually doesn't work to say, "I'll study for 4 hours straight."
- Take the last 10 minutes to organize what you have done. Check your priority list again to be sure that you've completed everything you had planned.

DON'TS

- Sleep, eat or watch TV when you study
- Get too comfortable. Easy chairs, sofas, and beds tell your body "It's time to relax."
- Don't listen to loud music while you study.
- Let others misuse your time. If family members interrupt your study time, they may need a gentle reminder. Try hanging a "Do not Disturb" sign on the door.
- Let the phone interrupt your study time. Tell the caller that you are studying and will return the call during your break. (Use an answering machine)
- Waste time. If you find you aren't accomplishing anything, take a minute to evaluate what you're doing. Are you trying to avoid an unpleasant task? Face the task and get it over with.

MONTHLY CALENDAR



Sunday

Monday

Tuesday

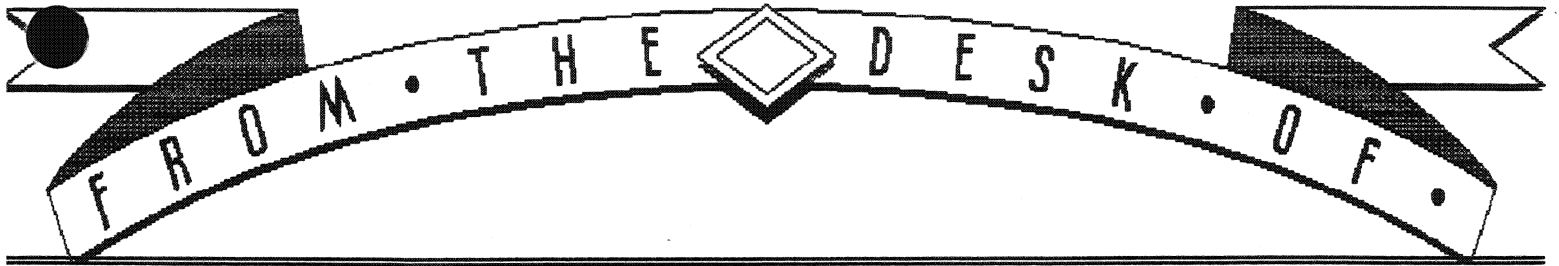
Wednesday

Thursday

Friday

Saturday

NOTES:



Sunday

1

Monday

2

Tuesday

3

Wednesday

4

Thursday

5

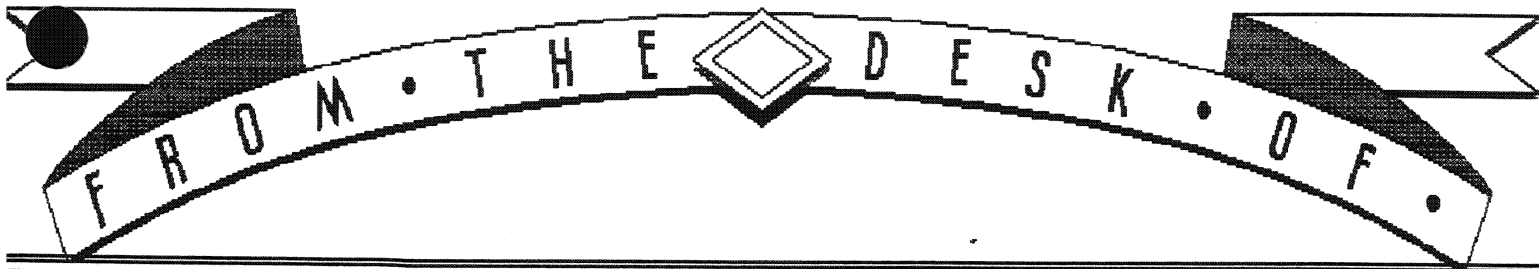
Friday

6

Saturday

7

NOTES:



8 AM	
9 AM	
10 AM	
11 AM	
12 PM	
1 PM	
2 PM	
3 PM	
4 PM	
5 PM	
6 PM	

THINGS TO DO:
