

# Administrative Procedures -- Time Management

## Summary

This lesson addresses the skills needed to manage personal and work time.

## Time Frame

4 class periods of 60 minutes each

## Group Size

Individual

## Life Skills

Thinking & Reasoning, Communication, Employability

## Materials

Students should have access to the internet and word processing software on computers. If they don't have Internet access, they will need to have a calendar printed for them.

## Background for Teachers

Teachers would benefit by reading Habit 3 in Seven Habits of Highly Effective Teens (pages 105-128).

## Student Prior Knowledge

Students need to understand that being able to manage time is a critical workplace skill. The habits they set now (being to class on time) will follow them into their careers. If they learn to manage their time effectively now, it will be more natural to them when their pay check is depending on it.

## Intended Learning Outcomes

By completing this unit, students will be exposed to several different methods of managing and prioritizing their time.

## Instructional Procedures

Students will be introduced to time management by taking the Self Check quiz included in the PowerPoint presentation. Teacher will lecture on benefits, effects, do's and don'ts of time management. Goal setting and the time frames of goals should be addressed. Students will complete a daily activity log by determining what they do for every hour of a day. Tips will be given on how to manage time and avoid procrastination. SEE PPT. Students can then create a calendar on the computer, using desktop publishing skills, or it can be done from word processing software. Once it is created, the teacher can check it once a week to make sure updates are being made. Teacher guides students through making an account at [www.calendar.yahoo.com](http://www.calendar.yahoo.com). Students are able to print out different views of their information to simulate the effects of a PDA.

## Bibliography

Succeeding in the World of Work, Sixth Edition, McGraw Hill Seven Habits of Highly Effective Teens, Sean Covey, Simon & Schuster (Habit 2)

## Authors

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