

Time Management



Unit
A Foundation for My
Future Success



Length
75 Minutes

About This Lesson

To explore strategies that help manage stress and promote balance, students will create a time budget to assess how they currently manage their time and establish time management strategies to help them manage stress and achieve and maintain a healthy school/life balance.

Learning Objectives

By the end of this lesson, students will:

- explain why time management is important in school and on the job
- create a time budget to assess how they currently manage their time
- explore ways to improve their time management skills
- investigate how time management is important for a career of interest
- Identify time management strategies to achieve a healthy school/life balance

Driving Question

Why is time management important in school and on the job?

Future-Ready Skills

Time management

Self-regulation

Self-control

Analysing

Career Awareness

Goal Setting

Lesson Breakdown

15
minutes

Activity 1 - Time Management Self-assessment

In this activity, students will complete a time management self-assessment to evaluate how well they manage their time and identify areas they'd like to develop further.

25
minutes

Activity 2 - Xello Lesson: Time Management

In this activity, students will create a time budget to assess how they currently manage their time, explore ways to improve their time management skills, and investigate how time management is an important skill for a career of interest.

25
minutes

Activity 3 - My Time Management Strategies

In this activity, students will identify how time management is an important skill for another saved career and 2 upcoming commitments. Then add and rate the Time Management skill within their Xello profile.

10
minutes

Exit Activity - Rate My Time Management Skills

Instruct students to add and rate the 6 time management strategies (Setting Goals, Planning, Staying Focused, Prioritizing, Organized, and Analysing Information) in the **Skills** section of their **About Me** profile.



Xello Entry Point

Students will need to save three careers before starting this lesson. It's also recommended that students complete the **Matchmaker** assessment (phase 1).

Vocabulary

- Task management
- Setting Goals
- Planning
- Staying Focused
- Prioritizing
- Organized
- Analysing Information
- Procrastination

Ontario Career Studies

A1.2 identify a range of strategies to help manage stress and achieve and maintain a healthy school/life/work balance, and explain how they have used such strategies in their lives so far and how they might apply them in the future.

Activity 1 - Time Management Self-Assessment



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Inquiry Prompts

- Do I manage my time well?

Teaching Strategies

In this activity, students will complete a time management self-assessment to evaluate how well they manage their time and identify areas they'd like to develop further.

- 1 Introduce the [Time Management Self-Assessment](#) to help them evaluate how well they manage their time.
- 2 In small groups, ask students to review their results and share two areas they'd like to make improvement in? How would improvements in these areas impact their life?
- 3 Have students proceed to the Xello **Time Management** lesson to learn more about time management strategies and how they may be important in a career that interests them.

Materials Required

- Computers or tablets with internet access
- [Time Management Self-Assessment](#)

Artifacts

Students will complete a time management self-assessment to help identify two time management skills they'd like to improve in upcoming commitments.

Activity 3 - My Time Management Strategies



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25 Minutes

Inquiry Prompts

- How is time management used in careers that interest me?
- How well do I use time management strategies in my life today?

Teaching Strategies

In this activity, students will identify how time management is an important skill for one saved career. Then add and rate this skill and six time management strategies within their profile.

- 1 Provide the [instructions](#) on the next page to your students.

Materials Required

- [Student Instructions](#)
- Computers or tablets with internet access

Artifacts

Students will analyse one career profile and add examples of time management skills that are necessary within that role in the **My Notes** area of the career profile. Students will add and rate **Time Management** in the **Skills** section of their **About Me** profile.

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My Time Management Strategies

Student Instructions

- 1 At the top of the profile of a career you've saved, choose an emoji to indicate how you feel about this career.
- 2 Record one example of how you would use time management skills to complete tasks in this career. Add your explanation to the **My Notes** section at the top of the career profile. Here are some idea starters:
 - How would you use a time management skill on a typical day in this career?
 - Which tasks would this time management skill help you complete?
 - What might happen if you didn't use this time management skill?
- 3 Based on your results from the time management self assessment (completed prior to the Xello lesson), which 2 time management strategies do you think will help you achieve and maintain a healthy school/life balance? (select 2)
 - Setting Goals (Personal Skill)
 - Planning (Leadership Skill)
 - Staying Focused (Personal Skill)
 - Prioritizing (Leadership Skill)
 - Organized (Personal Skill)
 - Analysing Information (Information & Analysis Skill)
- 4 Now, identify 2 upcoming commitments or projects that would require you to use these skills to be successful and maintain a healthy school/life balance. Explain how you will use the skill. Here are some idea starters:
 - How would you use a time management strategy to succeed at the commitment?
 - Which tasks would this time management strategy help you complete?
 - What might happen if you didn't use this time management strategy?
- 5 Considering all six time management strategies and your self-assessment results, add **Time Management** (Personal Skills) to the **Skills** section of your **About Me** profile and give it an overall rating.