

# Time Management



Recommended  
Year 8



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.

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## Xello Entry Point

Students will need to save 3 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
- Prioritising
- organised
- Analysing Information
- Procrastination

## Benchmarks & Curriculum

**LLW** Develop a range of skills to promote independence through planning, managing and using resources,

Lesson Overview

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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, Prioritising, Organised, and Analysing Information) in the **Skills** section of their **About Me** profile.

# 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 2 areas they'd like to improve 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](#)

## Outcomes

Students will complete a time management self-assessment to help identify 2 time management skills they'd like to improve in upcoming commitments.

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## Activity 3 - My Time Management Strategies



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Length  
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 6 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

### Outcomes

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

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## 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)
  - Prioritising (Leadership Skill)
  - Organised (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 6 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.