

Time Management – Lecture Notes for PowerPoint Presentation

Time Management: Work Smarter, Not Harder

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Are you busy, stressed and having a hard time keeping up with everything?

Slide #3

What is time management and how does it affect you? Discuss with your teens.

Slide #4

Define Time management: According to Cambridge dictionary, "Time management is the practice of using the time that you have available in a useful and effective way, especially in your work."



Image Credit: <https://www.pexels.com/photo/bullet-journal-key-732439/>

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School is your first priority. Manage your time so you can balance school, extra-curricular activities, work, and still have a life.

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Here are some tools and tips for time management to help you prioritize, organize, and stay on top of things:

Lists – Write everything down. Prioritize and keep track of things. Try bullet journaling if you like to sketch a little and keep your lists, schedules, thoughts, and ideas all in one place. If it's quick little to-do things or little reminders, consider using sticky notes to write it down instead of trying to remember it later!

Create a schedule: If you have tasks that need to be done at certain times, or they are time-sensitive (i.e. deadline to submit that essay) then it would be a good idea to have a schedule available where appropriate—maybe you need to carry that schedule around with you all the time as you move from one place to the next, or maybe you get all your work done at your desk. This is where having a calendar comes in handy! Here are some tips for scheduling using a calendar:

- In addition to all of your classes, errands, and deadlines, make sure to schedule some time for yourself on your calendar!
- Sometimes having a full calendar allows you to see upcoming dates and can get you to start working on tasks earlier in comparison to a weekly or daily schedule. Consider a yearly, month-by-month planner.

Stay organized: Most people have too much stuff. Declutter your work and living space so you don't waste time looking for things. Organize and store stuff so it's available when you need it.

- Store your paper files vertically rather than horizontally. Use color-coded folders to keep relevant papers together and easy-to-grab.
- Label, label, label! It's always a good idea to label any storage containers/files before you put it away in a closet or drawer.

Stay focused: Sometimes the little distractions can keep us from doing what we really need to do, especially with technology being readily available right at our fingertips. Cell phones are one of the biggest culprits and according to a study by Pew Research Center, "cell owners between the ages of 18 and 24 exchange an average of 109.5 messages on a normal day—that works out to more than 3,200 texts per month". Here are a couple of things that you can do to get back on track:

- Set aside a "Designated Distraction" time: Find a time towards the end of the day, or any time you choose, to let yourself concentrate on the important tasks before that designated time to pick up your phone and check your text messages, social media, etc.
- Try the Forest app. How it works is you plant a seed and in time it will grow into a tree. If you leave the app to check your social media or play a game, then your tree will wither away. What's more, the app has partnered with Trees for the Future to plant real trees every time users spend the virtual coins they earn in the app. Get work done and help the environment at the same time! More info: <https://www.forestapp.cc/en/>
- While checking and responding to work tasks is important, it is also equally or more important to keep those things at work. Keep your work *at work*, and don't bring it with you outside of your work schedule. Spending time responding to work emails while you're on vacation is a real killjoy and is not much of a vacation well spent. You can come back to those after your mind has had a chance to unwind. You'll be much more focused when you do return to work.



**The Stay Focused portion is useful for teens who have a part-time job. You can also emphasize the importance of staying focused once they have graduated from high school.*

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Lists and priorities Website: <http://blog.trainerswarehouse.com/time-management-activities/>
**This is one of the many activities from WorkSMART blog, a great resource for other time management activities.*

Divide teens into equal groups. Provide them with the numbered list of tasks and they have 10 minutes to complete as many as possible. Have the group create a team name and put them on the wall or table.

Discussion: Did the group go through the list in numerical order? Did they go for the ones with the most points? How did groups decide how to compete the tasks? Was it a group consensus?

Did groups pick more calm tasks?

Below are possible tasks for the activity. Feel free to customize this list for your library.

1. Do a lap around the room (5 points)
2. Create something for the instructor to wear, such as a hat or tie (10 points; bonus 5 points if the instructor actually wears it)
3. Find out something unique about each person on the team (5 points)
4. Sing a song together (15 points)
5. Make a paper airplane and throw it from one end of the room to another (10 points)
6. Get everyone in the room to sign a single piece of paper (5 points)
7. Count the number of pets owned by your group (20 points)
8. Assign a nickname to each member of the team (5 points)
9. Create name cards for each team member (5 points; bonus 5 points if you use your team nicknames)
10. Make a tower out of the materials owned by your group (10 points)
11. Convince a member of another team to join you (20 points)
12. Name your team and come up with a slogan (5 points for the name, 5 points for the slogan)
13. Re-create the sounds of the Amazon rainforest with the sounds of your voices (10 points)
14. Make a list of what your team wants out of the workshop (15 points)
15. Form a conga line and conga from one end of the room to another (5 points; bonus 10 points if anyone joins you)

See page 14 of the program instructions for handout.

ACTIVITY #3 (20 minutes)

SHORT TERM PLANNING

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Plan your weekly schedule and monthly schedule.

For this activity, teens are incorporating what they have learned in this program with a bit of creativity.

Provide teens with two blank sheets: weekly schedule and daily schedule. Have them fill in their current block schedule. They are free to decorate the schedules as they feel fit with all the materials provided.

Discussion: Is this their ideal schedule? After this program, are there ways they can adjust it?

See pages 15 to 16 of the program instructions for handouts.

Slide #10

ACTIVITY #4 (15 minutes)

LONG TERM PLANNING

Activity: Long Term Assignment (15 minutes)

- Let's have you line up in order with cards with the following tasks: Go to the library, Wait for books, Read books, Write Report, Project Due
- We want to find out when you should go to the library in order to complete your assignments by the due date.
- Estimate the time it will take to write the report & write time on card. Estimate the time it will take to read the books & write time on card.
- If you request books from another library, you should allow for two weeks minimum to allow for enough time to have them sent from another branch. Write "1-2 weeks on card"
- Now, let's add up all the time you've estimated to see that

See pages 17 to 22 in the program instructions for handouts.

The attached calendar example can show one way to transfer that information into a schedule. This type of planning tool can be useful not only with your homework assignments but also when transferring your skills to the workplace.

Slide #11

Ending Slide