



Title: A Time Management Simulation

Grade: 8

Career Development Model:

Career Planning & Management

Nebraska Career Readiness Standards:

- Makes sense of problems & perseveres in solving them
- Uses critical thinking
- Manages personal career development

Objective:

- Students will demonstrate strategies to effectively manage time.
- Students will infer how procrastination and distraction affect the workplace.

Materials and Supplies Needed:

- Projector, screen, and video/audio connections;

Class Instructions:

PART 1: Project Simulation (20 minutes)

1. Students are to be placed into groups of 3-4 students. Teachers will choose groups for students to ensure that students with different achievement levels are properly mixed throughout the classroom.
2. Distribute "Project Simulation" handouts and assign team numbers to each group. Ensure that there are an equal number of groups placed in team numbers 1, 2, and 3, or more if required.
3. One team will not be participating in the actual creation of the puzzles. These students will be given timepieces and will ensure that each team is strictly adhering to their set schedule.
4. The teacher will give the following instructions: "This activity is a simulation of a real-life business environment. Each team has been given a puzzle and the goal is to put this puzzle together as fast as possible. However, as in the business world, each team must adhere to a strict schedule. Those groups that fail to do this will be fired from the company for insubordination. During periods where teams are not scheduled to

work, groups are not allowed to touch their puzzles, talk to teammates, or communicate in any way. The group that puts their puzzle together the fastest wins!"

5. After instructions are given and materials are passed out, begin the activity. The teacher should float around the room to ensure groups are working together properly and rules are not being violated.

PART 2: Discussion and analysis of results (15 minutes)

1. After the conclusion of the simulation, groups should be allowed to observe the progress that their classmates in other groups have made. It should be apparent that groups in Team 1 were able to complete the largest portion of their puzzle.
2. Questions to ask:
 - a. What were some of the challenges you faced completing this exercise?
 - b. Why do you think the majority of groups on Team 1 were able to finish more of the puzzle?
 - c. To Team 3: How did you feel having to wait until the last minute to start your puzzle? How did this effect your success?
 - d. To Team 2: What was it like having the opportunity to start early, but repeatedly being forced to stop and concentrate on other things?
 - e. To Team 1: What about your schedule gave you the opportunity to be the most successful? Closure: The importance of time management and setting priorities
3. Closure: The importance of time management and setting priorities. Teacher explains some of the important aspects of proper time management:
 - a. Organization
 - b. Setting Priorities
 - c. Goal Setting
 - d. Developing and maintaining a schedule
4. With these things in mind, students will be asked to complete a short self-reflection on their time management skills. This reflection can be used as an exit pass or students can work on it at home if time is running short. Provide students the following prompts:
 - a. Now that you have learned a little bit about time management, how would you rate your own time management skills?
 - b. Why is time management important?
 - c. What are some of the goals you could accomplish if you improved these skills?

PART 3: Assessment

1. Teachers analyze student reflections to determine if the message of the importance of time management has been driven home. Students demonstrate evidence of trying to improve these skills.

Tips on keeping it real:

- Sharing information about oneself, or self-disclosure, is a tool borrowed from career counseling. It is a very useful tool to help students realize that confusion regarding how to make decisions with one's life is not unusual.
- Why is time management important in your job/career?
(Give students a sense with a to-do list example, real or described, how busy you are. Most adults have more work in their lives than they can finish.)
- Share an example of how you will manage your time today or tomorrow in order to get things accomplished. (It is very helpful if you can break down your time management strategy example using some of the important aspects that are covered in the lesson listed below.)
 - How will you organize?
 - How will you set priorities? (Use your example to show how crucial it is in the workplace to figure out what is most important to the boss, and do those tasks quickly.)
 - How will you set goals?
 - How will you develop and maintain a schedule?

Credits/Sources:

<https://www.csuohio.edu/cehs/mmfw/making-my-future-work-0>

Instructions: Compute the average time you spend on each activity Monday – Friday and Saturday/Sunday. To calculate the average for Monday – Friday, take the total for each individual activity and divide that total by 5. To calculate the average for Saturday and Sunday, take the total for each individual activity and divide that total by 2.

ACTIVITY	AVERAGE WEEKDAY HOURS	AVERAGE WEEKEND HOURS	IMPORTANCE
School			
Homework & studying			
Sleeping			
Watching TV			
Chores at home			
Eating			
Pursuing a hobby			
Being with friends			
Working			
Being with family			
Reading for leisure			
Other			