



Title: Time Management

Grade: 8

Career Development Model:

Self-Awareness • Career Planning & Management

Nebraska Career Readiness Standards:

- Communicates effectively & appropriately
- Makes sense of problems & perseveres in solving them
- Demonstrates innovation & creativity
- Works productively in teams and demonstrates cultural competence
- Manages personal career development
- Attends to personal & financial wellbeing

Objective:

- Students will analyze how they use time and how it impacts their ability to achieve goals.

Materials and Supplies Needed:

N/A

Class Instructions:

1. Ask students what activity they think they spend the most time on every day; is it sleeping, being in school, watching TV, etc.?
2. Pass out the "How I Spend My Time" handout. Instruct students to fill out the handout with how many hours they think they spend doing each activity in an average day. They will fill out one for Monday - Friday and one for the weekend. Students should also rate on a scale of 1-5 how important they think each activity is.
3. Explain to students for the next week they should keep track of how much time they spend on these activities. At the end of the week they should average up the hours and fill in the remainder of the handout. Weekdays and weekends will remain separate.
4. When students finish the handout, facilitate a class discussion about their findings. Be sure to discuss the following:

- a. Did they make accurate guesses of how they spend their time?
- b. Was anything surprising?
- c. How much time did they spend on the activities that they rated as important compared to those they rated less important?
- d. Are they happy with the way they spend their time? If not, how could they change it?
- e. When they get older, do they think the way that they spend their time will change drastically? How?
- f. How does time management effect your ability to accomplish goals?

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			