

Time management



Unit
A foundation for my future
success



Length:
95 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

Analyzing

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.

45

minutes

Activity 2: Xello lesson: Time management

In this activity, students will complete the **Time management** lesson in Xello. They 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 Analyzing 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
- Analyzing 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.

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Activity 1: Time management self-assessment



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15 minutes

Inquiry prompts

- Do I manage my time well?

Before you begin

1. Decide how you will share the **Time management self-assessment** Google doc with your students (hard copy versus shared through **Assignments** on Xello). Create the assignment or prepare the hand-out, accordingly).
2. Ensure that students are able to log into their accounts and access the Xello **Time management** lesson. They will need to have saved three careers before starting this lesson. It's also recommended that students complete the **Matchmaker** assessment (phase 1).

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 2 - Xello Lesson: Time management



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Length:
45 minutes

About this activity

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

In this activity, students will continue to work on the development of their time management skills by completing the **Time management** lesson in Xello. They 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.

Inquiry prompts

- What are some things you enjoy doing?
- How do you think your interests may change as you grow older?
- What do your interests say about you?
- How do your interests influence your options now and in the future? For example, have you joined a club based on one of your interests? Are you thinking about any jobs that are related to your interests?
- If you could get paid for one of your interests, which interest would it be and why?

Before you begin

Before diving in with your students:

1. Create a copy or download the [Time management slide presentation](#) to use as a helpful teaching aid before and after the Xello lesson.
2. Review the slides (including the speaker notes section) for discussion strategies and prompts.
3. Update slide 5 of the presentation with your students' Xello sign in format. If you don't know your students' Xello login format check out [Sign in to Xello](#) for support.

Teaching strategies

Use the following strategies to set your students up for success:

- 1 Before students start the Xello lesson, engage them in a classroom discussion using a few of the inquiry prompts from the **Warm up** activity slide of the [Time management slide presentation](#), or choose your own.
- 2 Help your students log in to their Xello account. Project your screen as you model how to navigate to the lesson using your demo student account. From the student dashboard, click on a lesson to get started.
- 3 Students finished early? Encourage your students to practice their time management skills by using this time wisely. They can return to their completed **Time management self-assessment** from Activity 1 and note any tips from the Xello lesson they may wish to apply.

Materials required

- Computers or tablets with internet access
- Whiteboard/projector
- [Time management slide presentation](#)

Prerequisites

- Save 3 careers

Artifacts

Students will complete the Xello lesson: **Time management**.

xello

Activity 2 - Xello Lesson: Time management



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45 minutes

- 4 Once all students have completed the Xello lesson, return to the [Time management slide presentation](#) to have them revisit their answers to the inquiry prompts you posed at the beginning of class.
- 5 **Classroom discussion strategy: Think-pair-share:** Direct students to choose a partner. Assign each pair one of the suggested inquiry prompts and give them 2-3 minutes to consider their answers. Then have them turn to their partners and take turns sharing their answers.

OPTIONAL: Think-pair-share-square: Once students have shared their answers with their partners, direct them to join up with another pair and take turns sharing their answers.

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?

Before you begin

1. Ensure that students are able to log into their accounts and access the **My notes** area of the career profile, as well as their **About me** profile.
2. Review the student instructions in advance of sharing them with your students.

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 analyze 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.

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)
 - Analyzing 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.