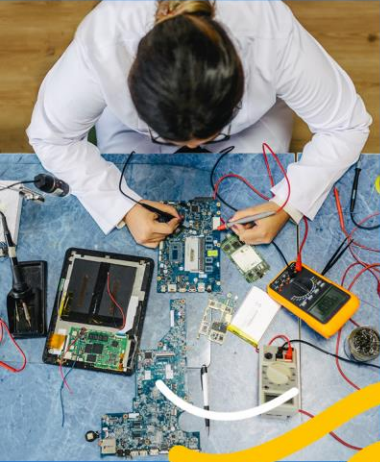


# NEXT ENGINEERS

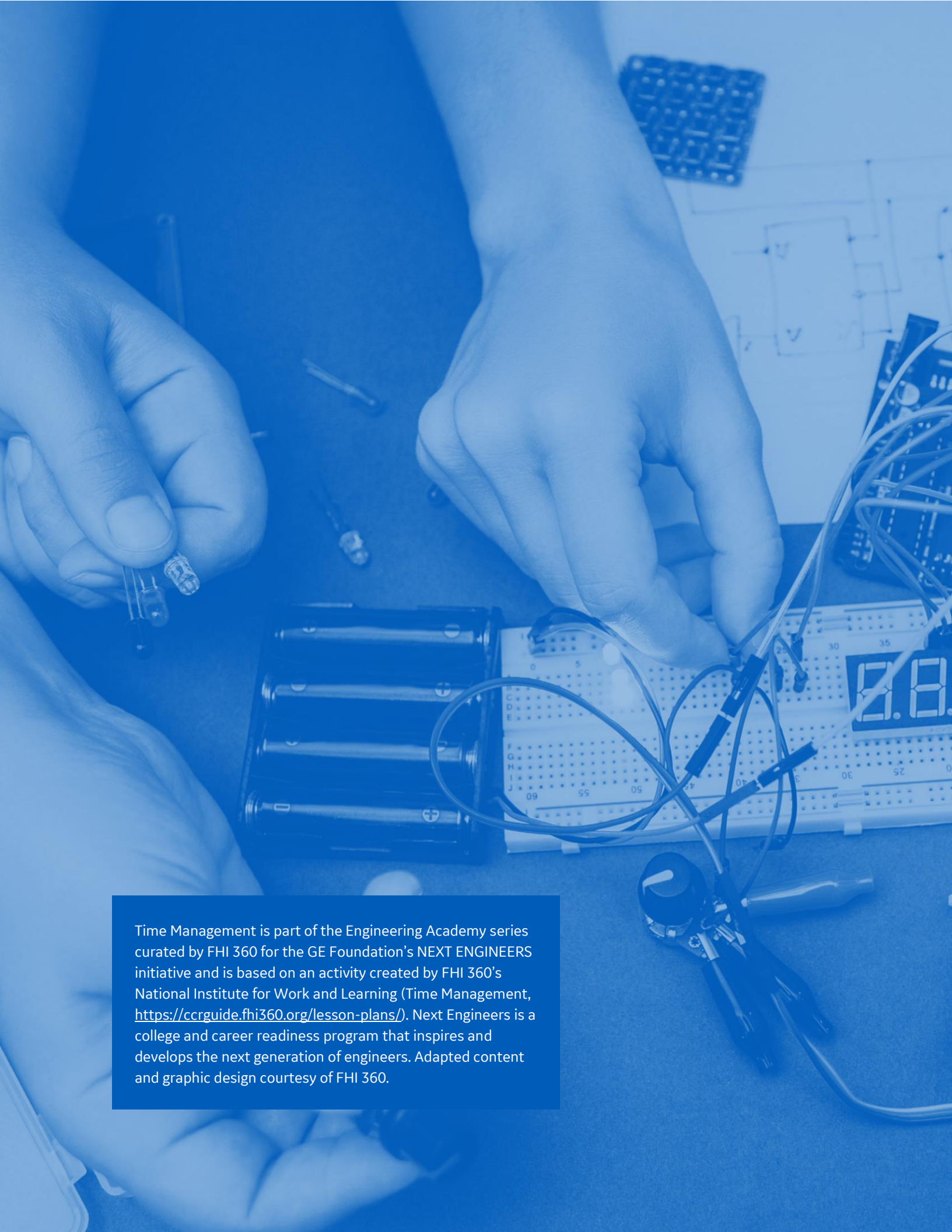


ENGINEERING ACADEMY

## Time Management



GE Foundation



Time Management is part of the Engineering Academy series curated by FHI 360 for the GE Foundation's NEXT ENGINEERS initiative and is based on an activity created by FHI 360's National Institute for Work and Learning (Time Management, <https://ccrguide.fhi360.org/lesson-plans/>). Next Engineers is a college and career readiness program that inspires and develops the next generation of engineers. Adapted content and graphic design courtesy of FHI 360.



## Time Management

Time	Academy year	Group size	Activity type
45 minutes	Year 1	Individual and partners	College & career readiness

### Overview

Students will explore a time management scenario and discuss how to establish priorities among multiple tasks. They will also use a time management exercise to calculate how they spend their time and complete time management grids to help organize their time and activities.

### Learning outcomes

As a result of this activity, students will be able to:

- Understand what time management is and how it can help them make progress toward education and career goals.
- Understand how setting goals and priorities can help them manage their time and tasks.
- Develop plans to improve their work and time management.

### Materials

- Computer with Internet access
- Paper and pencil, *1 per student*
- Student Worksheet: Time Management Scenario, *1 per student*
- Online Resources: Time Management Worksheets and Calendar Templates, *1 per student*

### Preparation

1. Make sure to schedule an appropriate location and time for this session (e.g., classroom or computer lab; study hall, after school, advisory, or predetermined free period).
2. Read the step-by-step instructions.
3. Review the key vocabulary terms.
4. Preview resources you plan to use in the lesson to ensure that they are appropriate for your students. Sample resources are listed below.
  - **Study skills and time management strategies**  
<https://iris.peabody.vanderbilt.edu/module/ss2/cresource/q1/p07/#content><sup>1</sup>
  - **Self-regulation, self-monitoring, self-instruction, goal setting, and self-reinforcement strategies**  
<https://iris.peabody.vanderbilt.edu/module/ss2/cresource/q1/p08/#content><sup>2</sup>

#### ESSENTIAL SKILLS

- Self-Management

#### KEY VOCABULARY

**Self-management:** self-direction, discipline, and ownership of the efforts and achievements associated with college and career success.

**Time management:** the process of setting priorities and organizing your time to accomplish specific activities.



- **Time management for students matrix**  
<http://www.mytimemanagement.com/time-management-for-students.html><sup>3</sup>
- **Time Management Worksheet**  
<https://uiu.edu/wp-content/uploads/Time-Management-Worksheet.pdf><sup>4</sup>
- **Time Management Grid - My Schedule**  
<https://www.uc.edu/content/dam/uc/wellness/docs/Time%20Management%20Grid.pdf><sup>5</sup>

5. Prepare copies of the worksheets for each student or share a digital version.
6. Post or print the session objectives and agenda for the students.

## Step-by-step instructions

### Introduction (5 minutes)

- Introduce the concept of time management; ask students to define what it means and to consider why it is a part of self-management.
- Ask students to consider how time management is important to education and careers.

### Task 1: Understanding Time Management (10 minutes)

- Distribute the student worksheet and review the scenario with students to help them understand the issues involved in time management:

Terry is busy and overwhelmed by the tasks he wants to accomplish at work and in his personal life. He works in the advertising department at a clothing company. The final layout of the annual catalog is due to his manager, Susan, by 5:00 p.m. Terry is easily distracted and has a hard time keeping focused. Here is the list of tasks he wants to accomplish:

- Go out to dinner to celebrate his friend Roberto's birthday.
  - Meet with the photographer, Stephanie, to make sure he has final digital copies of all catalog photos.
  - Meet with the product manager, Jimmy, to double-check pricing accuracy in the catalog.
  - Clean off his desk so he can find files quicker,
  - Read personal emails.
  - Check his Facebook page.
  - Schedule a meeting with his manager, Susan, to review the final layout.
  - Answer the work emails he received today.
  - Go grocery shopping.
- Have students work in pairs to develop a priority order for Terry's list of tasks based on the four questions below and then share how they ordered the tasks with the class.
    - What is urgent and important?
    - What is important but not urgent?
    - What is urgent and not important?
    - What is not important and not urgent?



## Task 2: Developing Time Management Skills (25 minutes)

- Ask students to list challenges they face in managing their time and work, including school assignments, projects, daily home activities, and community tasks.
- Have students pinpoint personal as well as other factors that they think are contributing to their work and time management challenges.
- Ask students to identify how these challenges can affect their grades, completion of course assignments, and test preparation.
- Encourage students to share strategies they have used to successfully manage their time, work assignments, course assignments, or other activities.
- Record the strategies on chart paper or the board/screen and provide students with additional task and time management strategies.
- Ask students to think about how they can apply the strategies to their own situations.
- Distribute the [Time Management Worksheet](#) (the fourth link in the online resources listed above) to each student or share a digital version.
- Ask students to use pages 1 and 2 to calculate the amount of time they spend daily on weekly activities.
- Ask students to review how they are currently spending their time and encourage them to consider how they might reallocate their time to make the best use of it.
- Distribute the [Time Management Grid: My Schedule Template](#) (the fifth link in the resources listed above) to each student or share a digital version and have students plan their new schedules.
- Suggest that students will also use other time management tools and strategies to manage their time and tasks and explain how they will do this:
  - Set manageable goals to improve weekly management of tasks and time.
  - Use calendars to organize week-to-week schedules.
  - List school, work, and other tasks for each week.
  - Identify appropriate strategies to address these tasks.
  - Track progress in meeting goals.
  - Identify next steps to address goals.
- Check in with students as they complete their Time Management Grids.
- Ask students to share what they have learned about time management with a partner.

## Conclusion (5 minutes)

- Provide comments on students' Time Management Grids.
- Encourage students to attend time management workshops, set priorities, and use key skills such as making lists and using calendars to manage their time and tasks.
- Ask students to consider how this activity may help them attain the education and career goals identified on their Education and Career Plans (ECPs).
- Indicate that you will continue to support their efforts by reviewing their ECPs and following up with them and their teachers to ensure they are on track.



## Extension

Have students complete the *Are you a procrastinator?* survey on page 4 of the [Time Management Worksheet](#). Check in with teachers to monitor students' progress in completing the school assignments, projects, and community tasks they identified in their Time Management Grids.

## References

1. "Page 7: Time Management", IRIS Center, Vanderbilt University, accessed August 8, 2021, <https://iris.peabody.vanderbilt.edu/module/ss2/cresource/q1/p07/#content>.
2. "Page 8: Self-Regulation", IRIS Center, Vanderbilt University, accessed August 8, 2021, <https://iris.peabody.vanderbilt.edu/module/ss2/cresource/q1/p08/#content>.
3. Kell Tremayne and Kimberley Hannagan, "Time Management for Students Matrix", My Time Management, accessed August 8, 2021, <http://www.mytimemanagement.com/time-management-for-students.html>.
4. Upper Iowa University, "Time Management Worksheet", Academic Strategies, accessed August 8, 2021, <https://uiu.edu/academics/academic-support-services/academic-tools/>.
5. University of Cincinnati, "Time Management Grid: My Schedule", accessed August 8, 2021, <https://www.uc.edu/content/dam/uc/wellness/docs/Time%20Management%20Grid.pdf>.

This activity is based on **Time Management** from **College and Career Readiness: A Guide for Navigators** created by **FHI 360's National Institute for Work & Learning** and available at <https://ccrguide.fhi360.org/lesson-plans/>.





## Time Management Scenario<sup>1</sup>

### Student Worksheet

#### Meet Terry

Terry is busy and overwhelmed by the tasks he wants to accomplish at work and in his personal life. He works in the advertising department at a clothing company. The final layout of the annual catalog is due to his manager, Susan, by 5:00 p.m. Terry is easily distracted and has a hard time keeping focused. Here is the list of tasks he wants to accomplish:

- Go out to dinner to celebrate his friend Roberto's birthday.
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- Clean off his desk so he can find files quicker,
- Read personal emails.
- Check his Facebook page.
- Schedule a meeting with his manager, Susan, to review the final layout.
- Answer the work emails he received today.
- Go grocery shopping.

#### Reflection Questions

1. What is urgent and important?
2. What is important but not urgent?
3. What is urgent and not important?
4. What is not important and not urgent?

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<sup>1</sup> This activity is based on Time Management from College and Career Readiness: A Guide for Navigators originally created by FHI 360's National Institute for Work and Learning.

