

Category: Academic/Life skills

Advisory Goal: Time Management - How to plan accordingly

Grade: 11th Grade

Opening: Quote discussion	3 minutes
Activity / Topic: Proper time planning	12 - 13 minutes
Closing: Explain the importance of time management	4 -5 minutes
Supplies: Board, Chart	
Grouping: Individual, Pairs/Trios and Whole Group	

Rationale: Help students to learn how to properly plan and budget their time so that they can make the most effective use of their day, week, month and year.

Opening: Put on the board the following quote by Ambrose Bierce "Day, n. A period of twenty-four hours, mostly misspent." Then ask the students what they think the author meant by this quote and whether or not they are victims of this.

Activity / Topic: Time Management

Directions:

1. After you have placed the quote on the board ask the students what the author meant by this quote and whether or not they are victims of this.
2. After the students have responded ask the following questions to the group: "How many of you plan ahead?", "Why is planning necessary?", "What could happen if you did not properly plan?"
3. Break the students into groups of two or three and have them come up with strategies in order to properly use their time. *If the students are stuck, share examples: keep a calendar or day planner, use of a notebook to write down important dates or the proper use of a syllabus.*
4. As a group come together and ask the students to share some of the different strategies that they came up with to help properly budget their time.

Debriefing:

Option One:

Summarize: Can anyone share an instance where they did not properly budget their time?

Thinking Process: Why is properly learning how to budget ones time important?

Option Two:

Summarize: What is one tip or strategy you can take from today's discussion and apply in your life?

Closing: Explain to the students that properly budgeting their time applies in all aspects of their life from application deadlines for colleges to bills that they have to pay. Make the suggestion that if they learn and master this skill now it will definitely have positive ramifications in their future.