

Soft Skills--Time Management Teacher Notes

The **Target Audience** for this lesson is people of high school age and also adults of all ages. The topic of Time Management is mentioned in other Soft Skills lessons, but is given greater emphasis here. Lack of Soft Skills was mentioned as a concern at the 2019 OCES Listening Sessions.

The **time needed** for the lesson itself is about 30 minutes, but there is a supplemental lesson also listed in Canvas to go with this PowerPoint. It is "Lesson 2—Managing Your Time" and it came from the Overcoming Obstacles high school curriculum. The supplemental lesson could be a handout or left for a teacher to use as a supplement the day after the PowerPoint is presented. There is also a "Participant Handout" which summarizes the lesson and can be used for adult audiences.

Slides:

1) **Time management** is an important life skill that many people have difficulty achieving. It is important because lack of time management can cause you a great deal of stress in your life, affect those around you: family members, friends and co-workers, your boss, member of organizations you belong to. It can also cost you your job if you can't get it under control.

It can cost you money if you are not careful to pay bills on time, your health if you don't take the time to do healthy activities or cook healthy meals. Do any of you feel like you might need some time management skills improvement?

2) **Time--** Here are some things to know about time:

Time is measured

It is limited

It is unique—we all use time differently

It is perishable

It is money

Managing it is the key to finding satisfaction and enjoying life.

Read the following:

Notice that you can't really save time. You can't save 5 minutes today and then use it tomorrow. You can only get 5 more minutes of production rather than waste today. We can't really manage time...it flows at a constant rate. But, we can manage ourselves in relation to how we use time, or waste it.

3) **How Do You Manage Your Time?** Read slide and discuss the questions...if not discussion, read the following:

We all know people who get so much done and do a great job and volunteer for more. We many wonder how they do it all....

We also know people who are lazy and produce nothing...or are always late or stressed out, or forgetful of dates and tasks. Discuss which one of these people you would rather be like.

4) Why is it Important to Develop Time Management Skills? Why develop time management skills?

Developing time management skills helps you:

Get more done with less stress

Be more successful

Be less likely to miss out on important activities

More likely to be productive on a job and to keep the job

Some people don't realize this, but if you are getting paid by the hour and you come in late or leave early and it is not reflected in your pay, you are actually stealing that much pay from your employer.

5) Tracking Time-- For one day, write down the number of minutes you do all the activities in your day (or at least estimate.) Do you see some areas that might be defined as "wasting" time? Are there some areas of your life that you would like to spend more time on, but you aren't? Knowing where your time goes is a good way to start to learn some time management skills. You have to know where you are before you can get where you want to be.

6) Example of Tracking Time: To track your time, use a grid paper, or just plain notebook paper,

Write down each activity you do and the times you did it. For example:

5:15-5:20 am—get up, visit RR

5:20-5:25—start coffee, take medicine, sit down

5:25-6:15—drink coffee, watch morning news/weather, read Facebook

6:15-6:30—eat breakfast

6:30-6:50—get dressed, make up, hair, brush teeth, jewelry

6:50-6:55—load dishwasher, put away breakfast, wipe down counters

6:55-7:25—watch more news, read more Facebook

7:25-7:30 am—give husband instructions, gather things for work, leave for work

Here is an example....is this person wasting time? (in your opinion)

7) Time Wasters-- What are your common time wasters?

Do any of these sound familiar? Do you have others?

Too much wasting time prevents you from achieving your goals.

8) What Would You Rather Be Doing?-- If you replace the time wasters with productive activity, you might be able to get more done in life. Here is a common list of things people say they don't have time to do. Would you like to do any of these things?

What would you give up to have time for these things?

Remember that time is finite and to do one activity, you will have to give up a different activity.

9) **How You Spend Your Time Should Reflect Your Values and Goals**--Does anyone recognize the actress at the bottom of this page? This is Susan Lucci, who played Erica Kane in the soap opera "All My Children." Some people are addicted to soap operas or other tv shows. Some people are addicted to computer applications like Facebook or computer games. Some people are addicted to crafts. What is your time addiction? Do you have one?

10) **Is it Urgent or Important?** -- Using the Urgent or Important example can help people prioritize activities.

Things that are urgent need to be done immediately. Urgent things might be important or unimportant. A house on fire is urgent and important...do something!!

A ringing phone is urgent, but may not be important at all.

Important things should be done. They may be urgent or not urgent. An important and urgent thing might be getting your taxes done and in the mail by April 15.

An important thing that is not urgent might be making a doctor appointment for a check up.

11) **Learn to Decide What is Urgent and What is Important**--This is a grid showing things that might be examples of the urgent/important; urgent/not important; not urgent/important; and not urgent/not important.

This grid can be used to prioritize the order that things should be done. Urgent/important things done first.

Important/not urgent done second

Urgent/not important done third (if done at all)

Not urgent/not important done last.

12) **Prioritizing**-- Prioritizing means putting all your activities in order from most important to least important. The most important and urgent things have to come first.

Read slide

When deciding whether to completely drop an activity from your life you might ask:

Does this activity better my life or my family member's life?

Is this activity essential to my health?

Will this activity help someone else?

Does this activity help meet my goals in life?

Can you think of any other questions you should ask about an activity before you drop it?

13) **How to Get Stuff Done**--Some people have trouble completing tasks...here are some helpful tips.

Tips:

Have a due date or time...plan steps to complete the task by the due date

Short tasks--Set a time you will work on the task

Medium tasks--Dedicate a certain amount of time to work on the task per day

Big tasks--Estimate the time needed for big tasks and how many days you have until the due date. Divide the amount of time by the number of days. Commit to work that amount of time per day

Remember that just making a plan won't do it. You must actually DO IT!

14) **Break Big Jobs into Small Bites**--Any big job can seem overwhelming. How will I ever get all of this done? It is just too much!

No...not if you break the job into small bites.

Make a list of all the small tasks that need to be done and put them in order of when they should be done. (chronological order)

You may do just one small task per day, or several a day until you have the task done. One of the steps may take a bigger chunk of time than the other steps. Be sure to protect that time. Turn down any other offers. (example: I can't go to the movies today, I am painting my bedroom.)

15) **Are You Forgetful?**-- Many of us are forgetful. But there are so many tools to help people remember.

1—make a to-do- list. Check off items you complete

2—use a large calendar to write appointments, addresses, etc. If you have a large family who all have various activities, you might write each person's activities in a different color of marker

3—a clock or a timer

4—set an alarm on your clock or phone to remind you of an event

5—use post it notes on your bathroom mirror or even your refrigerator of things you don't want to forget to do.

6—when mailing bills or birthday cards, be sure to allow for extra time for the mail to arrive (2-3 days)

What are some other tools you use that aren't listed here?

16) **Are You Late?**-- Read the slide. Discuss the amount of time it takes to get to work or appointments. The formula given here, 2 minutes per mile in the country, or 3 minutes per mile in urban areas is based on traveling 55-60 miles per hour in the country, 20 miles per hour in urban areas. This takes into account stop signs, stop lights and traffic. Every route will be different. This is only an estimate. Ask the audience how they determine how long it will take to arrive to a destination on time.

Discuss “road rage” which is the uncontrolled anger that might occur when a person is in a traffic situation that is making him late. How can this affect driving skills? It might cause a person to take unnecessary risks, drive recklessly, not pay attention. These things might prevent you from arriving to your destination at all

17) **How to be Late (If you must be...)** We have all been in a meeting when a person comes in late and very loudly interrupts the meeting with a long-winded apology and explanation about why they are late.

This is really annoying to the attendees of the meeting who are already there, especially if the meeting has already started. It disrupts the flow of the meeting, and may cause everyone to get off track and lose their train of thought. It may be hard for the person in charge to ever get the audience back to business, especially if the explanation is emotional (my dog got run over this morning and I had to bury him...)

The correct way to come in late to a meeting is in the slide. The important thing is to be respectful and considerate of those already there in the meeting.

18) **Time Management Activity**--This jar represents your life. You fill your life with activities that are very important,(ping pong balls) just a little important (pony beads) and not at all important (rice or small pasta) If you let your life get filled with all the unimportant activities, there is not room for the important activities. Make sure to schedule the important activities first so they get the attention they deserve.

19) **References.**