Week 3

# Time Management: *45 minute lesson plan for high school students*

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| Learning Goals1. To be able to differentiate between the amounts of organization needed in high school and college.
2. To be able to recognize one’s own current time management techniques and their efficiency.
3. To gain time management skills to succeed in a college setting.
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## Introduction (~5 minutes)

* **Your Week at a Glance**
	+ Begin the lesson by describing your week. Make sure to emphasize class times and have them recognize that class times are a lot shorter, while out of class work is a lot more rigorous, compared to high school. Mention what you do in between classes and how you keep up with studying and extracurricular activities.

## Think, Pair, Share! (~15 minutes)

* **Independent study is crucial to college success**
	+ Have the students pair up or get in small groups and have them discuss some of the differences between a high school student’s daily schedule and a college student’s daily schedule, which you just described, for about five minutes. Have them raise hands and share some ideas.
		- Maybe ask: What is the difference between classes in high school and lectures in college? How long do you think you need to work on out of class individual study in high school compared to college? What sort of extracurricular activities does a high school student work on compared to a college student?
	+ Emphasize the difference between class times, out of class schoolwork, extracurricular activities, possible work, and the necessity to have a well-structured time management plan.

## Activity 1 (~15 minutes)

* **How to manage all the time available in college**
	+ This activity will help students to recognize that they have a lot more time in college and without prioritization, tasks can go undone.
	+ Show them the video titled *The Empty Pickle Jar Movie for Simple Truths* on YouTube.
	+ Ask them how this video can be related to time management in college.
	+ Ask students what sort of techniques they use now to manage their time, such as to-do lists or agendas.
	+ Share some of your personal daily tasks or assignments and how you determine what should be prioritized.
	+ Share some of your time management techniques and others that are available that you may not use. Maybe even share about a time when your time management was not so great and something went wrong?

## Closing/Assignment (~10 minutes)

* **Wrap-up**
	+ Ask: What time management technique do you think will personally help you excel in current classes and prepare for college?
		- Try to have the students make the answers personal. For example if a student says a planner, follow up by asking how a planner can help their own time management skills specifically.
	+ Leave some time for students to ask you questions.
	+ Encourage students to implement time management techniques and follow up with their use during the next lesson.