

# Daily Planning Session Guide

## Session Outline

### Description

This session aims to guide learners on an analysis of their daily and weekly tasks and responsibilities, how to manage them and how to balance them with rest and relaxation activities. It will initially help learners identify these tasks, figure out the level of priority each task has and how to come up with a plan to manage their daily and weekly routines.

### Session Objectives

The objectives of this session are to:

- Identify their education, family, and personal responsibilities.
- Reflect on the priority of the different responsibilities.
- Understand the importance of rest and relaxation.
- Recognise the need and means to be healthy in the challenging context we are facing.

### Expected Outcomes

By the end of the session student will have:

- Identified and prioritised their daily tasks and activities.
- Drafted a weekly plan to keep up with all their responsibilities and include healthy relaxation activities.

### Areas involved

- Home Sciences
  - Care of the home and compound
- Life skills
  - Self-awareness
  - Time management
  - Decision making
  - Goal setting
- Citizenship
  - Values Formation

# Identifying and Categorising Responsibilities

## Objectives

To be able to identify their daily and weekly responsibilities and be able to categorise them in a number of ways.

## Expected Outcomes

Students will make a list of their responsibilities and categorise them into daily, weekly or similar categories and into priority categories.

## Teaching Instructions

- Lead a brainstorming session to get a comprehensive list of all the different potential responsibilities learners can have.
  - Accept any kind of suggestion, emphasising that they might not apply to all of them but all answers are valid as different learners will have different family and social contexts.
  - Encourage learners to open up and propose possible responsibilities related to their education, their home life and their community life.
- After having a comprehensive list ask learners to:
  - Think about how regular these responsibilities are. Are they daily? A few times per week? Weekly?
  - Propose a different categorisation in terms of priority. Are they essential? Are they desired? Are they optional?
  - Allow learners to reflect on these questions and discuss what responsibilities are relevant to them and how they fit into these categories. They could discuss these with a partner they feel comfortable with or do it individually.

## Activity

With the challenges we are all facing with the COVID-19 pandemic, we all have responsibilities that we have to take care of on a regular basis. These can include responsibilities at home, in your local community, family responsibilities, educational responsibilities and any other kind. Make a list of all the possible responsibilities you might have.

Once you finish your list, you should determine how often these responsibilities take place. Are they daily tasks? Do they happen every few days? Are they weekly commitments?

You can also think about the level of priority of your responsibilities. Are they essential, desired or optional? Feel free to create other categories that you might think are relevant.

# Identifying and Categorising Leisure Activities

## Objectives

- To be able to identify activities that provide pleasure and relaxation.
- To distinguish between healthy and not so healthy activities.
- To prioritise leisure activities.

## Expected outcomes

Students will make a list of potential leisure activities, distinguish between healthy and not so healthy, and prioritise them.

## Teaching Instructions

- Carry out a similar brainstorming session about leisurely activities, and add the categorisation into healthy and not so healthy activities.
- Emphasise that while keeping up with responsibilities, it is also important to carry out leisure activities

## Activity

While keeping up with our responsibilities we should recognise that leisure activities are also important. Write down a list of activities that you like doing to relax, have fun and enjoy yourself. What activities bring you pleasure and help you relax?

When you finish your list, try thinking about the possible outcomes of these activities, are they healthy or not so healthy? Can you still carry them out in this challenging time while still maintaining social distance and hygiene?

You should also write down how often you would like to do these things and how important they are for you.

## Finding a Balance

## Objectives

- To recognise that there is a need to balance between responsibilities and leisure.
- To be able to make decisions about how much leisure time would be sensible.

## Expected Outcomes

Learners should identify the importance of their responsibilities and try to find a balance between what they need to do and what they want to do.

## Teacher Instructions/Activity

Lead a discussion on what is a good balance between responsibility and leisure. Allow students to voice their views and guide them to reach conclusions. Emphasise that there has to be a balance and that they won't always be able to do all the enjoyable activities they would like to do. Use questions such as (allowing students to respond and not judging their answers):

- How much leisure is sensible without disregarding responsibilities?
- How many of the responsibilities are essential?
- How many of the leisure activities are essential?
- How do you feel about having less leisure time than you would like?
- Would you prefer to have longer periods of leisure on a small number of days or shorter periods every day?

NOTE: It is important in this kind of discussion to allow students to provide answers and express themselves freely without providing judgement on the answers. No answer is right or wrong. Rather than qualifying an answer, you could ask learners to try to explain why they feel the way they do or what they think the impact or outcomes of their decisions might be.

## Preparing a Timetable

### Objectives

- To make decisions on priorities, balancing between responsibilities and leisure activities.
- To set achievable targets to fulfill their responsibilities while at the same time including some leisure activities.
- To plan a routine that would allow them to keep on top of their responsibilities and include healthy leisure activities.

## Expected Outcomes

Learners will write a weekly timetable that includes their responsibilities and leisure activities.

## Teacher Instructions/Activity

- Draw a timetable for a week that splits the day into 1 or 2 hour slots, from the moment you wake up to the time you go to bed.
- Fill in the fixed commitments and essential responsibilities you have in a week.
- Fill in the most important leisure activities for you, either for a short time each day or longer times on specific days, making sure that you leave empty spaces for other commitments.
- With the remaining slots, use the priorities and level of importance of your list of responsibilities to add to the free slots, taking into account the importance of the responsibilities.
- Review the partial timetable and try to add flexible times that could be used for leisure or to carry out important tasks that might come up.
- If you are finding that there is not enough time for either your responsibilities or for leisure, think about your responsibilities. If you have too many chores, can you find someone to help you? If you have a lot of spare time, are you prioritising healthy leisure activities? Are you including times for exercising?
- In the next couple of weeks try to stick to your timetable, reviewing it if needed. You might want to keep a journal and reflect on how well you've done to manage and balance what you have to do and what you want to do.