**Session 4: Time Management & Productivity**

Objectives:

* Xxx

Time:

* 2 hours

Materials:

* Powerpoint Presentation: PPD4 Time Management & Productivity
* ***Slide: Introduction***(from the presentation “***PPD4 Time Management & Productivity***”)
* Worksheet 1: PPD4 Reflective Follow-Up Activity

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| **Section** | **Timing** | **Details** |
| General Intro. | 5 mins | Welcome students and explain that the objective of the session is to consider time Management and Productivity. |
| Introduction | 20 mins | Ask students if they’re ever late. Invite a couple of students to share examples of when they were late recently, encouraging them to explain why.  Ask students if they’re ever on-time. Invite a couple of students to share examples of when they were on-time recently, encouraging them to explain why.  Give students a copy of ***Slide:*** ***Introduction*** (from the presentation “***Time Management & Productivity***”)  Ask students to discuss the questions on the slide in pairs or small groups. Circulate among the groups and support the discussions as appropriate.  When they have finished discussing, elicit some feedback from the groups, asking one member to tell another’s story. |
| Intro 2 | 20 mins | Refer students to ***Slide:*** ***Introduction 2*** (from the presentation “***Time Management & Productivity***”)  Allow students a few minutes to read the questions and discuss in pairs.  Run through the questions with the whole group eliciting answers from students and discussing briefly.  When discussing the question “Why is it (time amangement) important?” refer students to ***Slide:*** ***Time Management Effects*** (from the presentation “***Time Management & Productivity***”) and discuss how their time management performance affects what they do and who they are (or how other people perceive them). |
| Analysis | 30 mins | Refer students to ***Slide:*** ***Time Management & Productivity Optimization Strategies*** (from the presentation “***Time Management & Productivity***”)  Ask students to follow the link at the top of the slide and watch the video.  After watching the video, ask students to work in small groups to discuss the questions on the slide.  When they have finished, review as a group and discuss briefly as a group.  While discussing the final point *“For you, what are the key issues for good time management?”* refer students to ***Slide:*** ***Time Management & Productivity: Key Issues***(from the presentation “***Time Management & Productivity***”). Are there any more to add? Discuss any points that haven’t already been discussed. |
| Action: Time Management Structuring | 40 mins | Refer students to ***Slide:*** ***Time Management Structuring*** (from the presentation “***Time Management & Productivity***”)  Remind students of the point from the video on breaking tasks down into smaller tasks to make them manageable. Are there any examples they can think of in software development?  Refer students to ***Slide:*** ***Time Management Tools*** (from the presentation “***Time Management & Productivity***”)  Ask students to work in small groups to review and compare a couple of the time management tools listed on the slide. Review and discuss their conclusions as a class.  Refer students to ***Slide:*** ***Successful Planning*** (from the presentation “***Time Management & Productivity***”).  Ask students to work in pairs and think of a project (software related or not) and run through the items on the checklist, preparing a plan for completion. |
| Wrap-up & Follow-up | 5 mins | Give each student a printed copy of the informational slides from the deck.  Give each student a copy of Worksheet 1: Reflective Follow-Up Activity and encourage them to use it for their weekly blog entry. Also encourage them to continue reflecting on their time-management skills and trying to find ways to improve them. |

**PPD 4: Time Management**

**Worksheet 1: Reflective Follow-up Activity**

Consider and answer the following questions as a basis for your weekly blog entry:

* Are you a good time manager?
* Do you employ any techniques to optimize your time-management & productivity?
* What is the effect of your time-management performance level?
* What would be the effect of improving your time-management skills?
* Where and how are you employing time-management skills at Rockit Bootcamp?
* Where and how is time management important in a professional context?
* Where and how is time management important in the work of a software developer?
* What can you do to improve your time management?