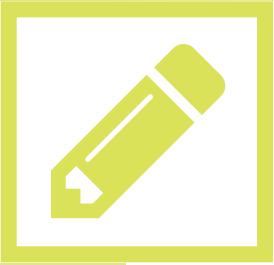


Making Time Priorities



Lifelong Learning



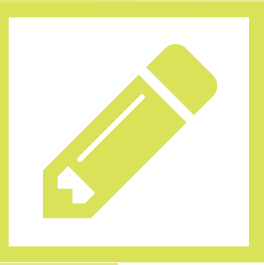
Do you have time?

Lifelong Learning

Share answers to the following with your group:

1. How do you feel when your day does not go according to your plan?
2. How do you feel when something that you have to do comes up unexpectedly?
3. Do you often put off things you have to do for something that you like to do?
4. How does it feel when you miss out on something you enjoy because there is a task that you have to do?





Words to Know

Calendar – a chart that shows days, weeks, and months of a year

Schedule – an organized plan for life events, tasks, and obligations

Prioritize – ranking in order of importance or urgency

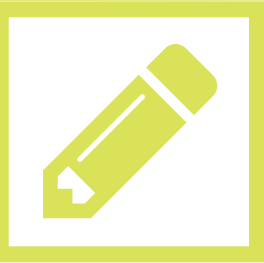
Obligation – a responsibility or commitment

Appointment – a meeting arranged in advance

Leisure – Free time for fun and relaxation

Consequence – the results of our actions





Have to do or want to do?

Lifelong Learning



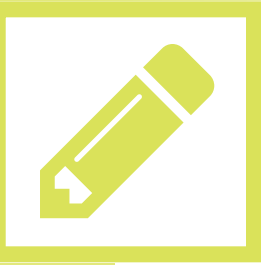
Look at the image on the left. Decide if it is something you **have to do** or something you **want to do**.



Have to do or want to do?



Look at the image above.
Decide if it is something you **have to do** or
something you **want to do**.

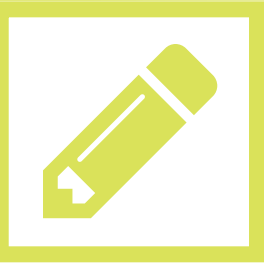


Have to do or want to do?

Lifelong Learning



Look at the image on the left. Decide if it is something you **have to do** or something you **want to do**.

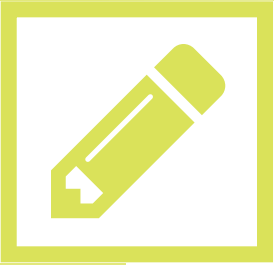


Have to do or want to do?

Lifelong Learning



Look at the image on the left. Decide if it is something you **have to do** or something you **want to do**.



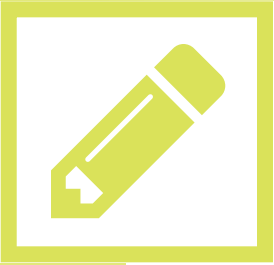
I have to...I want to...

List things you **have to do** everyday.

List things you **want to do** everyday.



What is the difference?



Time Priorities

The best way to make sure your day follows the schedule you planned is to set priorities.

- Decide where your time is most needed and where you can spend less time.
- Make these choices daily or weekly.
- You have more success as a result of how well you plan your time.
- Fun activities can be planned in your schedule at free times.



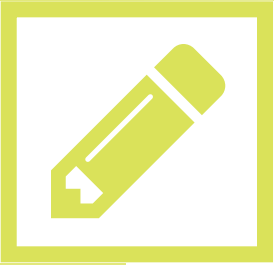


Choose a Priority

Which shows a productive way to spend your time?

Lifelong Learning

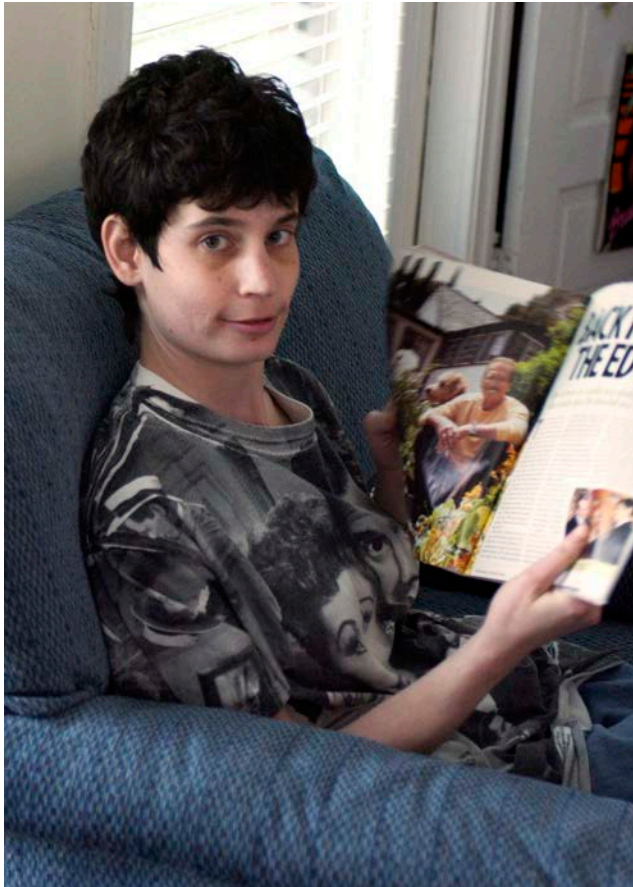


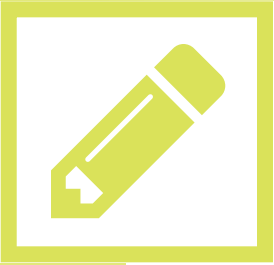


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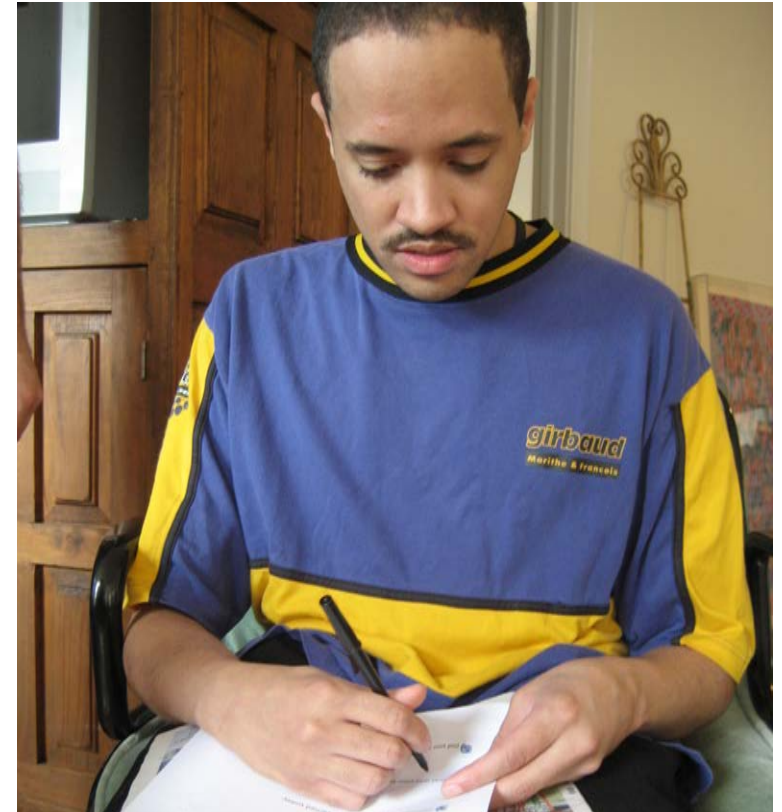


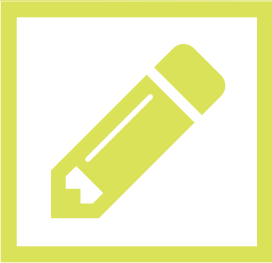


Choose a Priority

Which shows a productive way to spend your time?

Lifelong Learning





Fix the Schedule

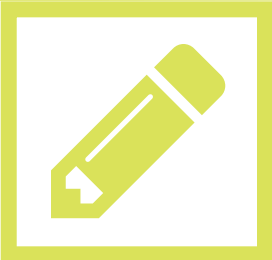
Jessica works in an office building in the sanitation department.

Jessica is often late to work and other appointments. Jessica's boss gets upset with her because she does not complete the assigned job responsibilities.

Fix the schedule to show how Jessica can better organize her time.

Jessica's Schedule

7:50 a.m.	Breakfast
8:00 a.m.	Get Dressed
8:00 a.m.	Scheduled to be at work
8:30 a.m.	Arrives to work
8:30 a.m.	Clean Bathrooms
12:00 p.m.	Lunch time – Jessica still has to mop floors, empty garbage cans and dust the office furniture.
12:00 p.m.	Jessica takes lunch. She is assigned to return at 12:30 p.m.
1:00 p.m.	Jessica returns from lunch.
1:00 p.m.	Work must be completed by 3:00.



Setting Priorities

Look at your personal schedule...

1. What things **MUST** you do?
2. What things are your choice to do?
3. How will you set priorities in your schedule?

