

Lesson 14 - Time Management

Duration: 30 minutes.

Learning Outcomes: At the end of this session, the student will be able to:

1. Use future tense to speak about their plans for the future
2. Use modal verbs (should) to talk about changes they would like to implement in their lives

Flipped Learning:

Read	Check the end of the document.
Watch / Listen	<ol style="list-style-type: none"> 1. https://www.youtube.com/watch?v=F5JI_6nsgaM A powerful lesson on time management 2. https://www.youtube.com/watch?v=8AFFPI7KRC8.. Use of will in my future plans. 3. https://www.youtube.com/watch?v=jH8WYW8Qa8o. Use of should
Think	<ol style="list-style-type: none"> 1. What is Time management? 2. Think of 5 tips that you will use for managing your time well. 3. What are your future plans and how will you manage your time to achieve it?

Lesson Plan

Activity	Instructions for facilitator	Duration
Preparation	<ol style="list-style-type: none"> 1. Go through the flipped learning content and share it with your mentee 2. If your mentee has shared their career goals with you in a previous session, do some research on the steps to achieving that goal. 	0
Introduction	<p>Greet the students. Ask them if they went through the videos. (If students have not gone through, summarize about it) Ask the students if they understood everything. Ask them what are the tasks they do in a day. Next, ask them the tasks that they complete in a week. Next, ask them if they feel like they have enough time to complete everything they need to do. Now ask them, What is Time management? Time management is the process of organizing and planning how to divide your time between specific activities. ... Good time management requires an important shift in focus from activities to results. For eg: being busy isn't the same as being effective.</p>	7
Activity –	Ask the students what are the different career options they know about.	10

Talk about career options	<p>Ask them What is their career goal? Help them with different options that they can choose related to their fields. Template: I want to become a/an _____(banker, doctor, engineer etc..) Tell students that, to achieve their dreams, they have to be confident in themselves. So ask them to state what are some milestones or targets they will achieve to take them to their goal. Lead them on with questions such as : What will you study? How much will you score? What other topics will you learn about? What other skills will you develop? Who will you seek help from? etc. Ask the students how can they achieve their goals. (Tell them because we are talking about our future plans we have to use will) I will _____(activities) I should get good marks. I will get 95% in my 12th std. I should plan my schedule. I will plan a calendar.</p>	
Activity – Talk about time management tips	<p>Tell students that they have now broadly planned how they will spend their time to achieve their goals. But, to make it more manageable, they need to think of smaller goals which are more achievable, like daily and weekly targets. Ask students to remember the time management tips from the flipped learning material. First, ask students what they already do to manage their time. Ensure that they answer in present tense. Example: I make a calendar for the week.</p> <p>Now ask students if they read any time management skills which they do not do. Ask them to state these things in the form of “I should...”. For example, “I should make a calendar for each week.”</p> <p>Ask them to think of different techniques they will use to achieve effective time management. Tell students that the difference between should and will is that when you say “will”, you know you will achieve it. End the activity by asking the student to convert their should to will.</p>	10
Advanced Learner Activity (Optional)	<p><i>(If your student is advanced and you complete the above activities quickly with little feedback, do this activity.)</i></p> <p>Tell students that you will now play a rapid fire round. You will ask a series of questions and they have to answer as quickly as they can.</p>	5

	<ol style="list-style-type: none"> 1. What will you do after this call? 2. What will you do tomorrow? 3. What should you do by the end of this week? 4. What will you do to manage your time better? 5. What will you study to improve your skills? 6. What should you do every day? 7. What should you do to achieve your goal? 8. What should you learn next? 9. What will you want to do in your free time? 10. What should you do on the weekend? <p>Where they overlap is when we speak of future plans. “I <i>will</i> join you” is definite; the speaker is making a commitment. “I <i>should be able to</i> join you” indicates that I want to join you, and I think I will be able to, but I can't guarantee it.</p>	
Recap & HW	<p>If time permits, revise the time management skills learned in the session using a kahoot quiz. It is advisable to play this kahoot without the time limit. https://create.kahoot.it/share/time-management/f84179eb-0ce3-4f86-ab5b-01ac1fd74103</p> <p>If there is no time, send the quiz to the student in assign mode.</p> <p>Homework: Now ask the student how they are going to manage their time better. Ask them to list 5 concrete steps they will take.</p>	3
	Total	30





20 TIPS FOR BETTER TIME MANAGEMENT

- 1 STOP MULTI-TASKING 
- 2 SET DEADLINES 
- 3 PRIORITISE TASKS 
- 4 REMOVE DISTRACTIONS 
- 5 KEEP YOUR MIND FRESH 
- 6 WORK WHEN MOST PRODUCTIVE
- 7 SET REMINDERS 
- 8 TURN OFF EMAIL ALERTS
- 9 BATCH YOUR TASKS
- 10 BRAIN DUMP YOUR THOUGHTS 
- 11 DECLINE ADDITIONAL COMMITMENTS
- 12 TIDY YOUR WORKSPACE
- 13 GET MORE ORGANISED 
- 14 GET IN A ROUTINE
- 15 MANAGE YOUR STRESS
- 16 DELEGATE TASKS 
- 17 BREAK BIG PROJECTS INTO STEPS
- 18 ONLY TAKE ON WHAT YOU CAN FINISH
- 19 GET INSPIRED 
- 20 ONLY FOCUS ON WHAT MATTERS