Time Management Lesson Plan

Objective
You will help students practice time management skills and organizational techniques to help them successfully transition to the college studying environment. They will log and reflect on their use of time in order to manage and achieve their academic, social, and personal goals.

Description
This lesson contains three parts.

1. Time Management Video: Students will watch a brief video emphasizing the importance of self-management in regards to planning and use of time.

2. Time Management Assignment: Students will estimate the number of hours needed to study outside of class for each course they are taking and create an "ideal" schedule outlining how they will spend their time during fall semester—class time, study time, work, sleep, extracurricular commitments, socializing, relaxing, and exercising. They will then plan their schedule and calendar all major quizzes, exams, and assignments for the semester. They will also reflect on the effectiveness and feasibility of their proposed schedules.

3. Time Management Discussion: Use time in a follow-up meeting to discuss the time management challenges students have experienced during the semester, what is keeping them from adhering to their ideal schedule, and what they plan to do to better manage their time?

Instructional Time: 30-60 minutes (one during a follow-up meeting)
Required Assignment: YES
Points: 50

Relation to the Big Questions

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Lesson Plan
You may have students watch the video before class, or as part of class. Help students intentionally estimate class difficulty levels in order to determine study required for each class. Encourage students to share thoughts with classmates who may be taking the same or similar classes. Have students calendar their activities for one semester, and allow them to choose a calendar system that they will realistically use during the semester. Discuss with them what you have found effective when using calendars to manage your time and commitments. It may be useful to have students share their own “best practices” in small groups or with the entire class. You may want to discuss both electronic and paper/pen methods of calendaring and time management.

In a follow-up session, discuss with students the challenges they faced in adhering to their schedule (where did they fall short?), their diagnoses (what happened?), and their action plans (what changes are necessary to successfully adhere to their schedules?).
Materials and Resources:

- Materials found at the instructor resource website including:
  - Time Management Video—this video is also built into the assignment prompt if you don’t watch it as a class

Idea sheets on procrastination and time management from USU Academic Resource Center