| Time Management—Advisory  |
| --- |
| Time Management6th GradeNovember |
| Introduction |
| Teacher ScriptThe purpose for today is to help you improve your grades and to inform you of several time management strategies that will help you plan ahead for assignments and tests. Some people hate to discuss time management. They feel it restricts their freedom to use their time the way they want to. But in fact, if you manage your time well you will find you have more of it to use for the things that you truly enjoy. A schedule helps you to balance your time. It permits you to decide how much time you need to do the things that must be done. Once you have done this,, you will be amazed at how much time you have..  |
| Activity 1 |
| Class ActivityWrite the following down for your group to look at:1. Your dad is out of town so you have to watch your little brother from 3:30-5:30, when your mom gets home
2. Test in science on the next day
3. You have a club meeting from 7;00-8:00
4. Tuesday night movie of the week is 8:00-10:00, which you have been dying to see
5. Straighten your room before going anywhere this weekend.
6. You have a project due in 2 days but you are required by your group to go to the store to purchase the supplies they will be using the next day

Have the students write the order of how these tasks would be accomplished. Discuss the majority order and how they decided.Explain to them that in time management there are several strategies you can use to help you meet your goals. One method is to put the have to do before the want to do. For example, if they made a D on the last science test, then they have to make more time to study. Studying during commercials or while watching TV is not the best way to study. You can also use outside sources, like asking a buddy to get the supplies or your mom on her way home. You can babysit your brother and clean your room and group task. |
| Activity 2 and 3 |
| Time ManagementMake copies of the worksheets “Time Management Quiz. Have students fill out and then review with them.Make copies of How To Study: Have students fill out for one day and discuss how they could in fact change things to use their time wisely. Make copies of the checklist for first grade period and review with the group. |

Students will keep the worksheets for their personal resource.