

# Lesson 5

## Time Management

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### Learning Goals

1. Students will differentiate between the amount of organization needed in high school and college.
2. Students will recognize one's own current time management techniques and their efficiency.
3. Students will gain time management skills to succeed in a college setting.

### Introduction (~5 minutes)

#### ➤ Your Week at a Glance

- Begin the lesson by describing your week. Make sure to emphasize class times and that class times are a lot shorter than high school, however out of class work is more rigorous. Mention what you do in between classes and how you keep up with studying and extracurricular activities.

### Think, Pair, Share! (~10 minutes)

#### ➤ Independent study is crucial to college success

- Ask students to find a partner or small group to work with. Have them discuss the difference between a high school student's daily schedule and a college student's daily schedule. After they discuss for about five minutes, have them raise hands and share some ideas.
  - Discussion prompts: What is the difference between a class in high school and lectures in college? How much time do you need to spend studying outside of class in high school compared to college? What sort of extracurricular activities do you do in high school compared to college?
- Emphasize the difference between class times, out of class schoolwork, extracurricular activities, possible work, and the necessity to have a well-structured time management plan.

### Activity 1 (~15 minutes)

#### ➤ How to manage all the time available in college

- This activity will help students to recognize that they have a lot more time in college and without prioritization, tasks can go undone.
- Show them the video titled *The Empty Pickle Jar Movie for Simple Truths* on YouTube.
  - <https://www.youtube.com/watch?v=iZ6vX7f0Yw>
- Ask them how this video can be related to time management in college.
- Ask students what sort of techniques they use now to manage their time, such as to-do lists or agendas.
- Share some of your personal daily tasks or assignments and how you determine what should be prioritized.
- Share some of your time management techniques and others that are available that you may not use. Maybe even share about a time when your time management was not so great and something went wrong?



## Closing/Assignment (~5 minutes)

### ➤ Wrap-up

- Ask: What time management technique do you think will personally help you excel in current classes and prepare for college?
  - Try to have the students make the answers personal. For example if a student says a planner, follow up by asking how a planner can help their own time management skills specifically.
- Leave some time for students to ask you questions.
- Encourage students to implement time management techniques and follow up with their use during the next lesson.

