



Students' Scaffolding Series

TIME MANAGEMENT

Pre-Session Activity

A long strip of paper (marked into 24 equal parts) is being provided to you for this activity. Let this strip represent any regular day (24 hours) of your life.

Using your wisdom, cut portions from it for the time you spend in sleeping, eating, playing and travelling etc. For example, if you sleep for 8 hours, cut 8 parts from the paper and so on.



Now make pairs and discuss with your partner the length of ribbon left. What does it represent?



Today's Topic
**TIME
MANAGEMENT**

Learning Outcomes

After this session students will be able to know...

- ***What*** is time management?
- ***What*** are the advantages of time management?
- ***How*** should we manage our time?

“If you want to make good use of your time, you’ve got to know what’s most important and then give it all you’ve got”

- Lee Iacocca



Activity 1: Video Watching

Watch this video on Time Management

<https://www.youtube.com/watch?v=1T9wZZNduJg>



Activity 1: Discussion Forum

What did you observe in the video?

- *Does the sunrise and set on time each day?*
- *Does the cock wake us on time?*
- *What do the hands of a clock indicate?*
- *Why should we finish our work on time?*
- *How does one feel if work is not finished in time?*



What is Time Management?

TIME MANAGEMENT is the process of organising and planning to divide your time between different activities.

If time is divided carefully among different activities, then you'll end up working smarter, and will be able to do more work in less time – even when time is tight and pressures are high.



Activity 2: Manage your day!

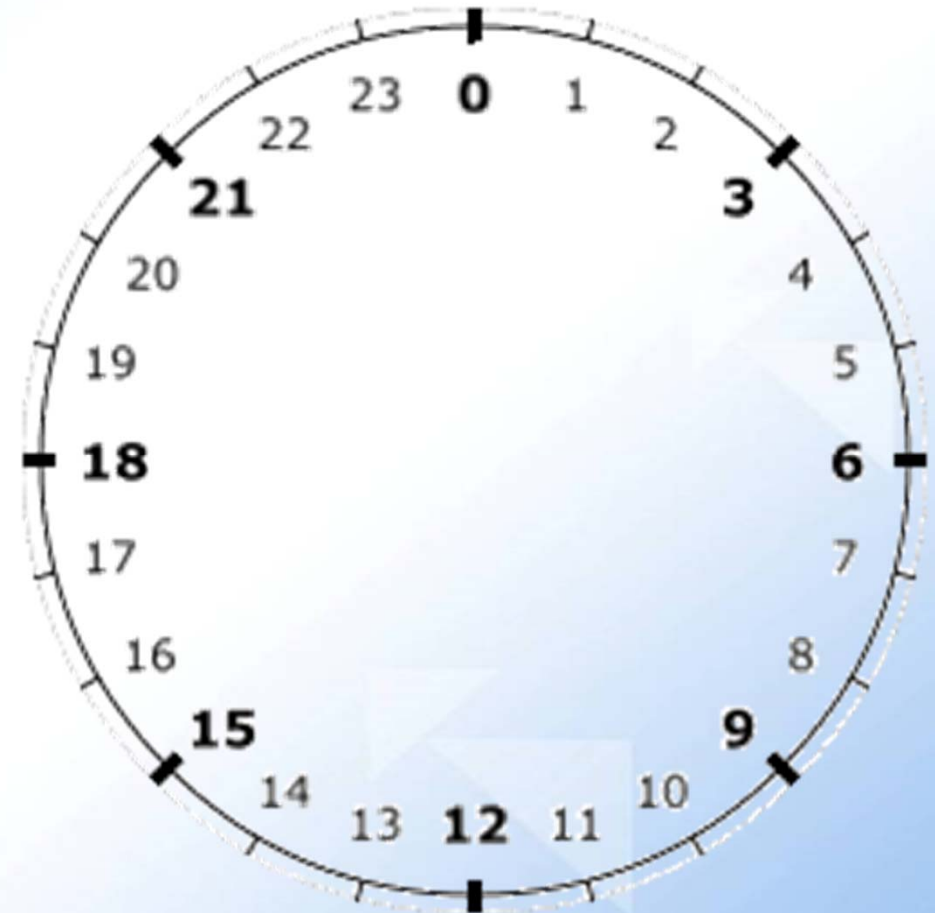
Activity: It is your day!!!

There are shown 24 hours in the circle here.

Divide these 24 hours in portions according to the different activities you do, including eating, sleeping, attending school etc.

Colour the portions in different colours.

Now, highlight the activities where you think you can save time.



Advantages of Time Management

Some advantages of managing our time effectively are:

- Our productivity increases
- We become more efficient
- The stress reduces
- We get more opportunities to achieve our goals
- We become more confident
- **You can add more to this list!**

Overall by feeling happier and relaxed thinking, we reach in a position to help others achieve their targets, too.

Reality about Time Management: Time is Gold... (A short story)

This is the story of a lazy man who was a friend of a king.

One morning, the lazy man asked the king, “*why does everyone say that I can’t do anything?*”

The king said, “Let’s make a deal. Before sunset, you come to my treasury and collect as much gold and pearls as you can. They will all be yours”.

The man rushed towards his home to his wife. He told everything and then after hearing the husband, the wife said, “Go and get the gold and gems now. Time is gold for you”.



The lazy man sat down and said, “I can’t go now, give me lunch first.” After having lunch, he decided to take a nap but instead, slept for 2 hours.

Then, late in the afternoon, he picked a few bags and went towards the king’s treasury. On the way, he felt hot. So, he sat down under a tree to rest and ended up sleeping for another 5 hours.



When he finally reached the palace it was already late in the evening, it was the time for sunset. Therefore, the palace gates had been shut before he could reach there.

He LOST his golden chance to get rich just because, he didn't value the time!

Discussion Forum

What is the moral of the story?

Time is precious. Spend it wisely and stop wasting time on unimportant things.

More questions from the story:

1. What mistakes do you think the lazy man made?
2. Do you manage your time?
3. Do you waste time in unproductive activities?



Moral
Time is gold
Time is precious

Think over and discuss with your elders to seek help if needed.

Tips to Manage Time

As a student, you can try these tips to manage your time:

- **Write down** all your responsibilities at studies and at home
- Start doing the **most challenging task first**
- *Make a habit of writing a 'to do list' for every work that you can think of*
- **Hang a wall clock** in your room (it shows passage of time and time remaining)
- Break your **tasks in parts**. Give a **deadline to each part**
- Write '**estimated time**' for completion and compare it with actual time taken (this will help in better planning next time)
- *Do not ignore health and family and also keep time for family members*

Ways to Time Management



Tasksheet 1

Here are shown 24 squares. These represent 24 hours of a day. Fill the squares with different colours to show your routine activities. Then see how many hours are left where you can do some productive work. Make a list of tasks you would like to perform in these hours.

Make a time table for managing your time for a week. Try to include in your time table activities like 'reading story books', 'drawing a picture', 'chatting with grandparent/parents'. Mark a tick in front of each activity as you follow the time table.

After the week, try to answer the following questions:

- Were you able to follow time table thoroughly?*
- Did you feel your day was more organised when you made the time table?*
- Did you get some satisfaction at the end of the day?*
- Would you like to make some changes in the time table?*
- Would you like to make it a habit to plan your each day?*
- Were you able to use your time in more productive work?*

Mon	Tue	Wed	Thu	Fri	Sat	Sun