

**“Where did the time go?”
Learning About Time Management**

Overview

In this activity, students will gain understanding of how effective time management can help them reach their goals.

Grades

6-12

Activity Type

Individual and whole group

Materials

Time management activity sheet

Colored pencils or crayons

Duration

20 minutes

Instructions

1. Model completing the activity sheet on the overhead. Instruct students to:
 - a. Pick a different color for each activity and fill in the color code column.
 - b. Each section in the two pie charts represents one hour of your day, the numbers represent the time of day.
 - c. Use the color code you created, color in the pie chart to represent how much time you spent on each activity yesterday.
 - d. Add up the hours you spent in each activity in the “Total Hours” column.
2. Distribute activity sheets to students and have them complete their sheets individually.
3. Once students have completed the activity, have them answer the reflection questions below on a sheet of notebook paper:
 - a. What’s a goal you’d like to complete in the next six months (or sooner)?
 - b. What’s a goal you’d like to complete in the next five years?
 - c. Which three activities do you spend the most time on?
 - d. Which three activities do you spend the least time on?
 - e. How does the way you spend your time prepare you to reach your goals?
 - f. How could you spend your time to better reach your goals?
 - g. Can you spend too much time having fun?
 - h. Can you spend too much time doing work?
 - i. What does it mean to live a balanced life?

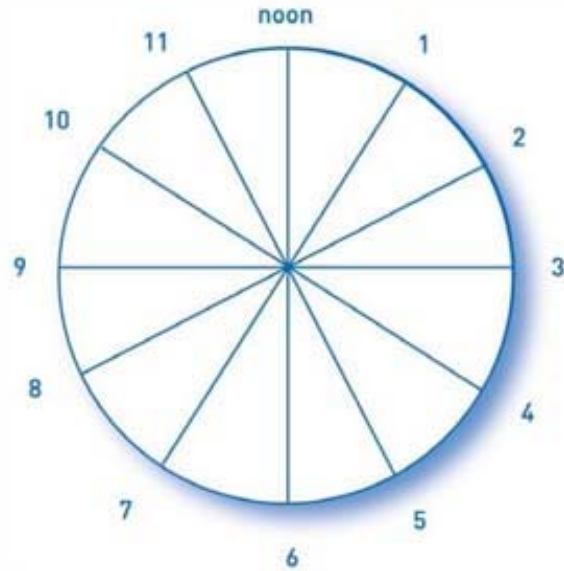
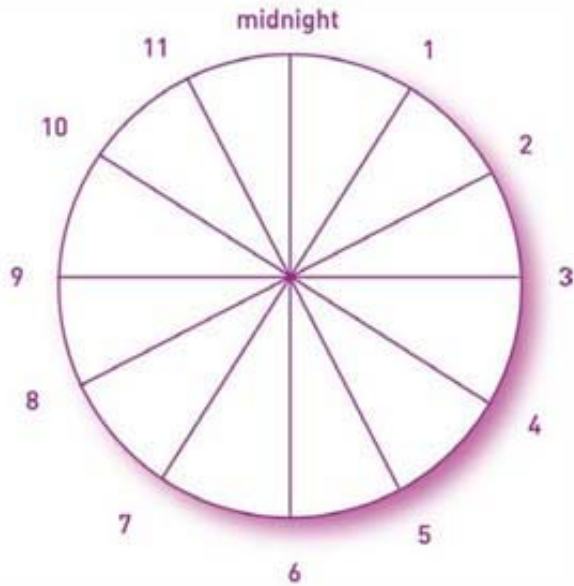
4. Bring class back to the whole group, and pose reflection questions e-i for students to share with the class.

5. End by discussing with students:

Sometimes we spend our day just going through the same motions – not really giving much thought as to how much time we might be wasting. It is important to have balance in our lives. That means we set aside time to rest, to eat, to study, to relax with friends, to spend time with family, and to help out with family chores. In order to reach the goals we have set for ourselves, we need to evaluate where we are channeling our energy. By focusing time on those areas of your life that you want to improve, you can set yourself up to reach your goals. This is just one day in your life, but changing the way you spend one hour of your day adds up to 365 hours over the course of a year. That one hour a day can make the difference in making your hopes and dreams a reality.

Where has all my time gone?

Pick a different color for each activity listed below and fill in the color code column. Each section in the two pie charts represents one hour of your day, the numbers represent the time of day. Start at midnight, and using the color code you created, color in the pie chart to represent how much time you spend on each activity on a normal day. Add up the hours you spend in each activity in the "Total Hours" column.



Color Code	Activity	Total Hours
	Hours I slept	
	Hours I spent at school	
	Hours I spent playing or hanging out	
	Hours I spent eating	
	Hours I spent with friends	
	Hours spent with family	
	Hours spent watching TV, listening to music or browsing the internet	
	Hours spent talking on the phone or text messaging	
	Hours spent with family	
	Hours spent on chores	
	Hours spent working at a job	
	Hours spent studying for school	
	Other : _____	
	Other : _____	