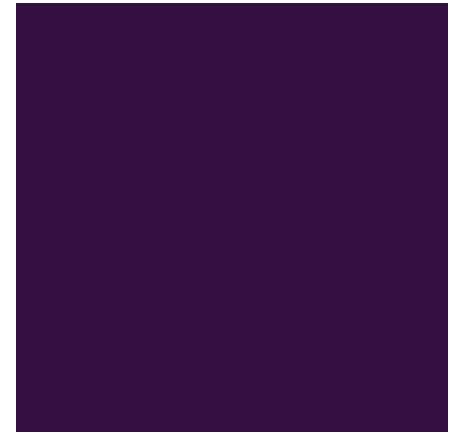




# **Time Management & Organization**

## **Classroom Guidance Lesson**



## + Goal/Purpose



- Students will explore the concept of time management
- Students will become familiar with and learn how to utilize the following time management strategies: Planner, After School Scheduler (to-do list), Activity Tracker
- Students will learn how to be more organized at school.



# **ASCA National Standards for Students: Academic**



- Standard A: Students will acquire the attitudes, knowledge and skills that contribute to effective learning in school and across the life span.
- Standard B: Students will complete school with the academic preparation essential to choose from a wide range of substantial post-secondary options, including college.
- Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.



# Georgia Performance Standards



## ■ Strand A: Self Knowledge

### ■ Topic: Understanding the influence of a positive self-concept.

- Standard (1): - Identify and appreciate personal interests, abilities and skills.  
- Demonstrate the ability to use peer feedback. - Demonstrate an understanding of how individual characteristics relate to achieving personal, social, educational. and career goals. - Demonstrate an understanding of environmental influences on one's behavior. - Demonstrate an understanding of the relationship between behavior and self-concept.

### ■ Topic: Skills to interact positively with others.

- Standard (2): - Demonstrate effective interpersonal skills. - Demonstrate interpersonal skills required for working with others. - Demonstrate how to express feelings, reactions, and ideas in an appropriate manner.

### ■ Topic: Understanding the impact of growth and development.

- Standard (3): - Describe how developmental changes affect physical and mental health. - Describe healthy ways of dealing with stress. - Demonstrate behaviors that maintain physical and mental health.



# Georgia Performance Standards



- Strand B: Educational and Occupational Education
- **Topic: Understanding the relationship between educational achievement and career planning.**
- Standard (4): - Demonstrate how to apply academic and vocational skills to personal interests. – Describe the relationship of academic and vocational skills to personal interests. – Describe how education relates to the selection of college majors, further training, and/or entry into the job market. – Describe how learning skills are required in the workplace.
- **Topic: Understanding the need for positive attitudes toward work and learning**
- Standard (5): - Identify the positive contributions workers make to society. – Demonstrate knowledge of the social significance of various occupations. – Demonstrate a positive attitude toward work. – Demonstrate learning habits and skills that can be used in various educational situations. – Demonstrate positive work attitudes and behaviors.

# + Time Management & Organizational Strategies



## ■ Materials:

- Weekly & Monthly Planner Template
- After School Scheduler / To Do list
- Activity Tracker
- Materials for Sample Organized Binder- One-1” binder with pockets on inside cover, one pocket folder for each class, one file folder for each class, labels for folders if necessary, loose-leaf notebook paper

# + Activity 1: Time Management

1. Student Questionnaire– ask students to respond to the following questions by a show of hands:
  - Do you feel that your homework takes longer than it should?
  - Would you like to earn better grades while still having time for extra-curricular activities?
  - Do you ever forget what you have for homework?
  - Do you ever forget certain books, notebooks, or folders at school that you need for homework?
  - Are you tired of being nagged by your parents about homework and studying?
3. Understanding the Basics of using a Planner (the #1 tool for time management)
  - Ask students to respond with their best guesses as to “Why You Should Use a Planner”...?
4. Distribute Monthly & Weekly Planner Template Handouts; complete the Planner Template(s) together as a group.
5. Review and complete:
  - After School Scheduler Handout (To Do list)
  - Activity Tracker Handout (optional home enrichment activity)

# + Activity 2: Organization

1. Ask students to respond to the following questions by a show of hands:
  - Have you ever brought the wrong notebook or folder to class or home for homework?
  - Have you ever misplaced a homework assignment that you know you did?
  - When you look inside your bag and locker, is there a sea of randomly stashed papers staring back at you?
  - Do you have trouble finding important papers when you need them?
2. Binder Organization Activity; “The Notebook/Binder Challenge”
  - Ask for four volunteers; divide the volunteers into two teams of two. Give one team the organized binder and the other team the unorganized binder. Instruct each team to answer a set of questions (pre-determined by the presenter) within a five- minute time period using only the provided binders. The team with the organized binder should easily answer all of the questions well before the team with the unorganized binder, therefore, demonstrating that organization is both effective and time efficient. Process the activity/demonstration with the group-ask the volunteers how they experienced the activity, what did the students not participating notice, etc.....
  - Next, by using the sample organized binder, lead the students in a step-by-step tutorial of how to organize a binder. Discuss with the class the importance of developing and maintaining an organized binder.
3. Debrief: Summarize Key Concepts and ask the class to list some key take a ways they’ve learned from this lesson.



# + Resources

- Fox, J. S. (2006). Get organized without losing it. Minneapolis, MN: Free Spirit Publishing

