



UNITED TRIBES
TECHNICAL COLLEGE
LAND GRANT EXTENSION

UTTC LAND GRANT EXTENSION

UTTC Lifeskills Lessons – Relationships & Family

Lesson 16: Time Management

LS0016

Day Budget Example

Sleep.....	8 hours
Shower, dressing, ready for day	1/2 hour
Breakfast.....	1/2 hour
Bus to school	1/2 hour
School.....	7 hours
Bus home.....	1/2 hour
Fitness	1 hour
Household chores.....	1 1/2 hour
Homework.....	2 hours
Supper	1/2 hour
Family Relationships	1 hour
Reading/personal time.....	1 hour
Total time spent:	24 hours



RESOURCES

- Lesson 16 Time Management Handout (Daily Time Schedule)
- Procrastination video (1 minute) <https://youtu.be/ySnESklyAOM> -
- Procrastination Test <http://www.bringyourchallenges.com/procrastinator>
- Book - Oh! The Places You'll Go by Dr. Seuss

Have you heard the expression, “Time is Money”?

Like money, we should plan and spend our time wisely. Each day the creator gave us 24 hours of time and we can never get back what is wasted! The easiest way to get everything done is to budget that time! Budgeting time is all about examining your “Have-To” and “Want-To” projects. Decide how much time each project will take. Plan to spend the minutes or hours on each project that is required. Once you have a plan (time budget), you’ll be better able to create a Daily Schedule and Weekly Planner. Of course, every day isn’t exactly the same as the next, so it may help you to make a different time budget for different days of the week.

Great! The example day’s budget works out, because it all adds up to 24 hours. If the total came out to more than that, we would have to choose something to cut back on or drop from that day.

FROM DAY TO DAY

No matter how perfectly you have your time budget balanced, there will always be unexpected changes and new responsibilities to fit in. To help you choose priorities when you need to, keep these ideas in mind:

Remember the big things (Have-To’s).

You have things in life you cannot skip (Have-To’s) and you have things in life you could skip (Want-To’s). You’ve got to do your best to tell them apart. Some things that may seem really important on some days, like getting to Walmart to buy a Halloween costume, might seem a lot less important on November 15. On the other hand, doing well on school assignments and completing your family responsibilities are important every day. These are the “big things” that you should always consider first when making a time budget. Always reserve plenty of time for these priorities, and use “leftover” time for things that are less important.

Think about what’s urgent.

You’ve set aside time after school to do some research on your history paper, but you also have a big game coming up and need to practice your free-throws. Which takes priority that day? Well, which deadline is coming up first? If the game is next week, but the report’s not due until the week after, there’s your answer. Knowing which task is more urgent is an easy way to choose priorities.

Okay, so you've prioritized your life and balanced out a time budget. The next step is to plan and organize your time.

I have a plan, and I will call it my "Indian Time Plan". Ready and on-time, every time.



A Daily Schedule

A Daily Schedule will help you plan every part of your day, from the moment you wake up to the moment you crawl into bed at night. You'll be able to take control of how you spend your time from one hour to the next.

Think about the consequences of NOT spending time on important things.

Can't decide whether something is worth your time? Ask yourself this: What will happen if you DON'T do it? For example, should you finish writing up a science project, or watch a movie? Let's see:

- The consequences of NOT doing your science work: You get a failing grade on the project, you are not happy or proud, and you have to work harder to bring up your grade average.
- The consequences of NOT watching the movie: You miss out on a good flick, but you can always see it when you have more time, like on the weekend or a night when you have less homework.

Adults recognize clearly, which of these two things should be dropped from the time budget, right?

OVER THE LONG TERM

Sometimes, you'll have to choose long-term priorities in advance, like when you need to pick activities for the upcoming school year. Other times, you're forced to do this suddenly because your schedule has become too packed or you have a new goal, like putting in extra time at the wellness center because you want to lose extra pounds. To help you make these tough choices on long-term priorities, ask yourself these questions:

What does this mean to my life?

What means a lot to you now, and will continue to do so in the future? This is where you have to look into your heart and decide which is more important to you. Which one would you miss the least, and which would really hurt to give up?

Is this a now-or-never situation?

You have to choose between joining the AIHEC Challenge team or working at a part time job. The AIHEC annual meeting is in New Orleans this year and you've always dreamed of seeing that city. But, in the past two months you have not had enough money for gas for your car the last two weeks of the month. But, you have figured the CAT bus system out and that is pretty inexpensive. This is your one chance to be part of a leadership group at AIHEC. Well, there's your answer!

Am I doing this for me, or someone else?

You've always been into karate and your family has been supportive, but now it seems like everyone else is more excited about it than you. You'd like to try something new, but you don't want to let them down. This is where, as an adult, your own wishes should take priority (have an honest chat with your family).





UNITED TRIBES
TECHNICAL COLLEGE
LAND GRANT EXTENSION

UTTC LAND GRANT EXTENSION

UTTC Lifeskills Lessons – Relationships & Family

Lesson 16: Time Management

LS0016

TIME MANAGEMENT

OBJECTIVES:

1. To see examples for making a daily schedule
2. To consider the problems of procrastination
3. To discuss the difference between “Have-To’s” and “Want-To’s” and consider prioritization
4. To have opportunity to build a daily schedule during class

PROCEDURE:

1. Write the objectives on the board.
2. Distribute Lesson 16 Talking Sheet - Time Management.
3. Ask for a volunteer to open session with prayer, or offer a prayer asking the creator to guide us in respecting the time given to us or open the session with a minute of silence.
4. Use the Talking Sheet to guide discussion about time management and respond to questions from participants.
5. Review the Daily Time Schedule Example.
6. View the video relating to Procrastination and do the procrastination test identified as a resource listed below.
7. Handout the worksheet “Daily Time Schedule” and ask participants to begin creating their personal Daily Schedule.
8. If there is time connect the “Oh! The Places You’ll Go” book to time management and read the book in class.
9. Distribute and collect Lesson 16 Evaluation Sheet.

RESOURCES FOR INSTRUCTION SUPPORT:

1. Lesson 16 Time Management Handout (Daily Time Schedule)
2. Procrastination video (1 minute) <https://youtube/ySnESklyAOM> -
3. Procrastination Test <http://www.bringyourchallenges.com/procrastinator>
4. Book - “Oh! The Places You’ll Go” by Dr. Seuss

TIME:

50 minutes



UNITED TRIBES
TECHNICAL COLLEGE
LAND GRANT EXTENSION

UTTC LAND GRANT EXTENSION

UTTC Lifeskills Lessons – Relationships & Family

Lesson 16: Time Management

Worksheet: A Daily Schedule

Daily schedules help in planning every part of your day, from the moment you wake up to the moment you crawl into bed at night. You'll be able to take control of how you spend your time from one hour to the next. This worksheet will help you think about all the different things that need to be done. Think about each day of the week and see what you can do to build a daily schedule.

TIME	WHAT I GENERALLY DO	Day of the Week
5:00 am		
5:30		
6:00 am		
6:30		
7:00 am		
7:30		
8:00 am		
8:30		
9:00 am		
9:30		
10:00 am		
10:30		
11:00 am		
11:30		
NOON		
12:30		
1:00 pm		
1:30		



UNITED TRIBES
TECHNICAL COLLEGE
LAND GRANT EXTENSION

UTTC LAND GRANT EXTENSION

UTTC Lifeskills Lessons – Relationships & Family

Lesson 16: Time Management

2:00 pm		
2:30		
3:00 pm		
3:30		
4:00 pm		
4:30		
5:00 pm		
5:30		
6:00 pm		
6:30		
7:00 pm		
7:30		
8:00 pm		
8:30		
9:00 pm		
9:30		
10:00 pm		
10:30		
11:00 pm		
11:30		
MIDNIGHT		
Midnight to 5 am		



UNITED TRIBES
TECHNICAL COLLEGE
LAND GRANT EXTENSION

UTTC LAND GRANT EXTENSION

UTTC Lifeskills Lessons – Relationships & Family

Lesson 16: Time Management

LS0016

EVALUATION

On a scale of 1 to 5, with 1 being least confident and 5 being most confident, please circle one per question.

Not Confident

Very Confident

Please rate how confident you are in sharing the importance of developing a daily schedule to someone else.

1 2 3 4 5

Please rate how confident you are in identifying the difference between your personal "Have-To's and Want-To's".

1 2 3 4 5

Please rate how confident you are in understanding when you are procrastinating doing something and how the project or event could be done easier or on time if it was scheduled.

1 2 3 4 5

Please rate how confident you were creating your own "Daily Schedule" using the worksheet.

1 2 3 4 5

New things I learned or understand better because of the lesson

Comments
