

Managing Your Time for Success in School: Sophomores

Jan. 9, 2018

	Lessons	Standards
Last Week Jan 1-5	Winter Break – No School (Mon) Smart Goals Review/Winter Court Voting (Tues)	SEL 1: Self-Regulation
This Week Jan 8-12	Early Release – No AG (Mon) Managing your time for success in school (Tues)	SEL 1: Self-Regulation
Next Week Jan 15-19	MLK Jr. Day – No School Preparing for Finals (Tues) Winter Semi-Formal Assembly (Wed)	SEL 1: Self-Regulation

Materials: Students need a piece of paper & a writing utensil, Time Management Worksheet (optional in Step 4, attached, in box)

Procedure:

1. Begin advisory according to personal preference.
2. Take attendance.
3. Read announcements and pass out progress Reports.
4. **The goal of this lesson is to help students understand how valuable time management is to their success in school.** Read the following lesson to students. Have them take out a piece of paper and pencil for this lesson. After you read each of the numbered sections, you will ask students to stop and respond by writing down information on a sheet of paper.

READ: Time management is a key to academic success. Students around the world learn this sooner or later. The best students are commonly those who use their time effectively. When you plan your days and weeks in advance, time can be your friend rather than your enemy. Although time management can seem like a pain, once you have mastered this skill, it can free you to live more effectively, calmly and enjoyably. It can help you get more done and help you earn better grades throughout the school year.

Think about it. Have you ever heard of an athlete, even one who is paid millions of dollars a year, playing in a game without showing up for practice for hours a day? Have you heard of a musician delivering a concert without taking time daily to rehearse? Have you heard of a scientist proclaiming a grand discovery without hundreds of failed trials? All these professionals know that in order to succeed in their professional areas, they have to put in their time.

Unfortunately, millions of students around the world behave otherwise. They appear for exams expecting magic! Without making adequate time to study, they hope to get the highest grades and are then disappointed or ashamed when the results prove otherwise. Once you make the decision, you can achieve your goal by adopting a simple time management approach. The strategies below could make a huge impact on your academic career.

1. Organize your time

Life improves when you decide to do things differently. In this case, the goal is to gain control over time, rather than letting it control you. It is about taking ownership of time, which is the essence of your life. The main objective of time management is for you to have a clear picture of your upcoming days, weeks, and months. It is a way for you to discover what time you have available to devote to study, recreation, or other activities. Make the decision to be the master of your life, rather than its suffering slave!

Have students take 3 minutes to list the important things they need to accomplish over the next three weeks in order to finish the semester strong. Have them list assignments and tests for each class.

2. Assess your time

Many students genuinely believe that they study a lot. Some even protest that they study all the time! In reality, this is far from the truth. The only way you will discover how many hours of your busy day you actually study is by completing a personal time assessment. For example, count the number of hours spent on sleeping, eating, traveling, studying, talking on the phone, shopping, exercising, watching TV, being online, etc, until you have a complete picture of where your time goes. If you find you are losing a lot of time to activities other than studying, try to balance your schedule. Start eliminating the time bandits by making small adjustments in your habits and behavior in order to get better control of your precious time.

Give students 3 minutes to write down how they spend their time outside of school. Also, you can challenge students to think about how they spend their time at school as well. Are they actually learning and present in class?

3. Set your priorities

The objective of time management is to allocate time wisely, so you can achieve your goals. To be a successful student you must have a good idea of the study requirements. Even though each subject places different demands on you (reading, writing, research, experiments, assignments, essays, projects, papers, presentations, tests, and exams) by prioritizing, you will increase your chances of success. For example, what subject do you have homework in every day? What subject requires heavy reading?

Give students 3 minutes to write down what kind of time requirements each of their classes demand from them. Have students list each of their courses and how often they have a homework assignment. For example, math courses usually have homework on a daily basis. English classes may have writing or reading assignments that are due in two weeks, but still require significant time to complete.

4. Make a schedule

After establishing your priorities, set up a schedule which respects your priorities. A wide variety of student organizers, diaries, planners, electronic tools and time management systems are available. Google Calendar is a great option. Choose or create whatever seems best for you. Many students select weekly planners that enable them to see the big picture more easily. Make

sure your system is something you are very comfortable with as you will be referring to it often. Then, set up your schedule in this order:

- Mark in all your fixed commitments such as classes, seminars, tutorials, and part-time jobs. These are the givens, which you cannot change.
- Add in study time. Block off large sections of your day, reserved for studying alone, as well as shorter review periods. Organize your peak study times to coincide with the times of day when you are most awake and alert.
- Mark in other non-study activities. These are the important but lower priority items, such as exercise, recreational classes, or socializing, which you will fit in when possible.

Give students the rest of the time period to work on making a schedule. Some students may be much further along in this process than others. The hope is that this lesson will at least spark some reflection and thought about time management and give students the opportunity to begin thinking about how they can take control of their life. Also, you may find that you have a few students who do not have much time. Perhaps they leave school and work the rest of the evening or must take care of their siblings, etc. Roam around the room and ask students about their time. Try to get a feel for any students who may need more support due to their out of school time commitments.

5. End advisory according to personal preference.