

Time Management

Healthy Living Youth Zone

X

Wakenagun Youth Healing Lodge

X

Pelican High Peak Youth Healing Lodge

Agenda



1. Sharing Circle (10 Minutes)
2. Importance of Time Management (5 Minutes)
3. \$86,400 (10-15 Minutes)
4. Sharing Circle (10 Minutes)
5. \$86,400 and Time Management (10 Minutes)
6. The Jar of Life (15 Minutes)
7. How to Manage Your Time Effectively (10 Minutes)
8. Communication Resources / Free time (Remainder)

PLEASE SHARE

Sharing Circle

In your own words, what does time management mean to you?



Importance of Time Management



School and Life can be Busy but Manageable

While you may think it's fine to wait until the last possible second to complete a high school science lab or math project, procrastination can be a big problem later in life.

You may find that waiting until the last second means an unexpected illness, emergency, or problem will prevent you from getting your work done. Your future boss or college professors aren't likely to accept late work – or the excuses that accompany delayed projects.

The perks of good time management include:

- Better decision-making skills
- Better performance at work and school
- Increased responsibility and independence
- More opportunities to relax and unwind
- More time for family and friends
- Reduced anxiety when projects are due in school or test dates are approaching



\$86,400

Activity

Here are the rules:

- Randomly Assigned pairs of 3 have \$86,400 dollars to spend
- You can do anything with this money, except for multiplying their current sum
- You must spend it within a day. Otherwise, you lose it
- And you can't bank more money per day

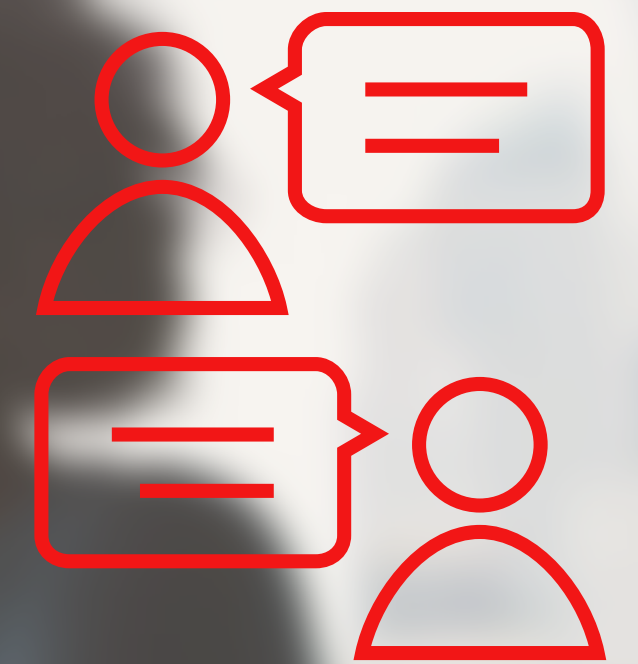
Have your team write down how they would spend their \$86,400.

When everyone has completed their list, gather your team and discuss why and how they spent the money.

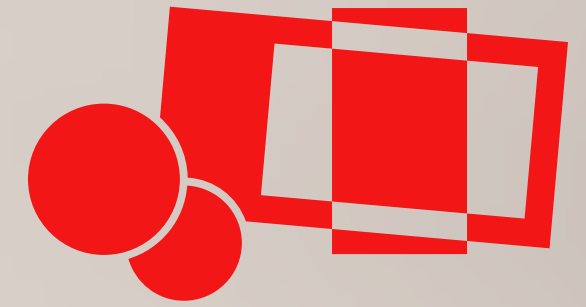


Sharing Circle

Each team will share their list of how they spent the \$86,400 and why they spent it that way.



\$86,400 and Time Management



Any guesses as to how spending \$86,400 in a day relates to time management?



\$86,400 and Time Management



There are 86,400 seconds in a day! How you choose to use those precious seconds makes a worlds difference on productivity!



The Jar of Life



This game focuses more on the use of time rather than just the value of the time. I will be doing a visual demonstration, while I demonstrate, try and think of how it can relate to time management.



The Jar of Life



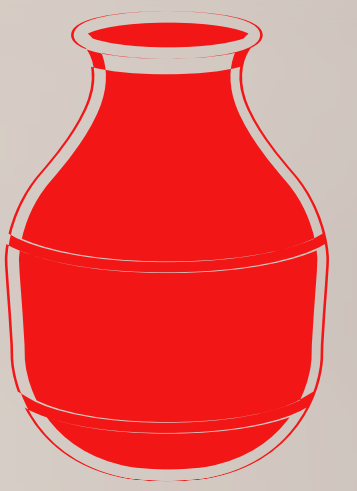
You'll need:

- A large jar for each participant
- Materials such as large rocks, gravel, and water

Can we fit everything in the jar? What order should we add it in?



The Jar of Life



Here's the lesson:

Think your jar as if it were your day and your materials as if they were your tasks.

Your daily goal is to figure out how to best place each item into a confined space. And you want to make everything work cohesively.

The rocks represent the most important tasks. Your lifetime goals. Your frogs. What you must get done to improve your work and career. Even without the pebbles and the sand, the jar would still be full and your work would still have meaning.

The pebbles are the other things in your work. They are smaller tasks or projects but still add value to your work.

Finally, water is the non-important stuff. They don't mean much to your life as a whole. Spend little time doing them.

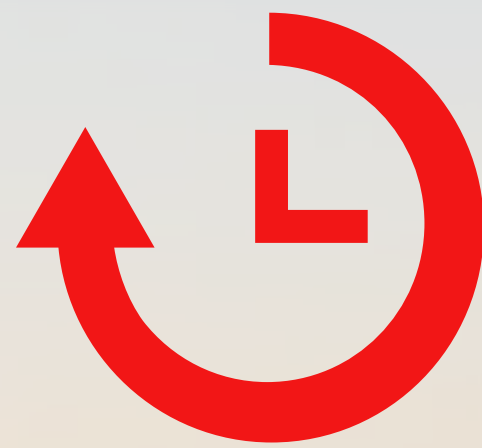
If you start by putting sand into the jar, you will not have room for rocks or pebbles.

This holds true for the things you let into your life too.

Take care of the rocks first, the really important things. Set your priorities, because everything else is just water.

You can't do big things if you're distracted by small things.

How to Manage Your Time Effectively



1. **Time is Limited:** You only have so much time in the day. Pay attention to how much time you have and use that time to achieve your goals.
2. **Organization is the Key to Success:** A quick performance is not always an excellent performance. If you want to get the most out of your time, you have to learn how to organize and prioritize your tasks. Otherwise, you run the risk of wasting time and getting little done.
3. **You Should Always Look for Better Ways to Achieve Your Tasks:** There are always ways to be more efficient. Ask yourself: “Is there a more efficient way I could do this?” This skill will help you handle larger workloads and improve your performance.



Homework



Make time during your week to do something you enjoy doing. Life can be busy and stressful at times but you should always try to plan your time for personal enjoyment!

Ideas

1. Read a book
2. Go for a walk
3. Go sliding
4. Start a new tv series



Resources for Healthy Relationships



Some Tools to Improve Time Management

1. Time Management Flash Games - **various games that you can play that focus on time management.**
2. Gonoodle - **Take a break, move around, and enjoy this Gonoodle video!**

