

TOPIC: TIME MANAGEMENT

Objective: To assist students in developing better time management and to help them start thinking about how they are prioritizing activities on a daily basis.

Supplies:

White Board Marker

White Board

4 large copies of the Time Management Matrix

4 sets of scenarios

Activities:

1. Time Management Matrix
 - a. On the white board, draw out the 4 quadrants with their labels (attached)
 - b. Discuss what each one means, what kind of activities would fall in each quadrant, and how the quadrants should be prioritized
 - c. Have the class come up with activities within their normal days/weeks that could possibly fall into each quadrant
 - d. Once there are a few examples in each quadrant, ask the students if they disagree with anything on the board or if they think any of the examples could fit in other quadrants
 - e. Discuss how priorities can change between people and depending on the specific week/time of year
2. Matrix Activity
 - a. Break the students up into 2-4 groups, depending on class size
 - b. Give each group the large copy of the Time Management Matrix and scenarios
 - c. Have the groups spend about 5-10 minutes discussing where each scenario should be placed and why
 - d. Come together as a class and discuss
 - e. If there are differences, ask the groups to explain their reasoning behind the placement
 - f. Discuss prioritization and time management

Time Management Matrix:

	Urgent	Not Urgent
Important	<p>I</p> <p>Fire Fighting</p> <p>Crises Pressing problems Deadline-driven projects</p>	<p>II</p> <p>Quality Time</p> <p>Prevention, capability improvement Relationship building Recognizing new opportunities Planning, recreation</p>
Not Important	<p>III</p> <p>Distraction</p> <p>Interruptions, some callers Some mail, some reports Some meetings Proximate, pressing matters Popular activities</p>	<p>IV</p> <p>Time Wasting</p> <p>Trivia, busy work Some mail Some phone calls Time wasters Pleasant activities</p>