



## ACTIVITY 'S TITLE: Time management task

**Type of activity:** intrapersonal/interpersonal

**Number of participants:** 1-4

**Participants' academic profile(s):** secondary level

**Participants' average age:** ≥18 years old

**Duration:** 20 minutes

### Necessary materials:

- Pencil, pen, colourful markers
- Sheets of paper with the weekly time schedule depicted,

### Aim or Purpose:

To evaluate and develop person's time planning and skills - responsibility, decision-making.

### Expected Outcomes:

The person will be able to better manage his time, take responsibility for themselves, make choices and make decisions independently.

### Competencies that will be developed:

- Time planning
- Responsibility.
- Decision-making.
- Independence.

### Skills that will be developed:

- Time management.
- Decision-making.

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## Key terms / special vocabulary about / during the activity:

- Time management
- Weekly schedule
- Priority
- Decision-making,
- Procrastination

## Preparation (what needs to be prepared beforehand to make the activity's implementation successful):

The instructor gives the person all the necessary materials - a pen, markers and a worksheet, and then explains the process of the task's implementation.

## Activity's step-by-step description:

1. You will be given 60 minutes to complete your weekly schedule. A weekly schedule is a way to keep track of your activities and tasks for the week. A weekly schedule includes everything you have to get done, and helps you plan out when you can get things done.
2. During this time, plan what your weekly schedule would look like.
3. The benefits of managing time are simple. Good time management allows you to accomplish better results in a shorter period of time. That leads to more time freedom, helps you focus better, allows you to be more productive, lowers your stress and gives you more time to spend with the people that matter most.
4. You can write a plan using the given template and example (or use pictures or symbols) and specify the time of the activities - the hour in which you will do the activities, or just list all the activities in order.
5. It takes time and practice to manage time and create your schedule each week, particularly if you are not used to doing so.
6. Plan for real life. Be realistic about what you can accomplish each day. For example, make sure you have some gaps between activities to allow for down time, eating, and travel.
7. Give yourself enough time.

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8. Plan time for fun. Leave time in your schedule for the things that make life worthwhile, such as hobbies or time with friends.
9. Don't over commit. Try to avoid cramming your schedule with activities and tasks. Leave some free time for flexibility. Remember: you are not going to be able to predict for all of the unexpected events that can and will happen.
10. Don't procrastinate important things. Recognize when you start to delay or postpone something. The quicker you make the things, the better you feel afterwards.
11. If it is difficult to do you weekly schedule yourself, ask instructor for a help.
12. When the schedule ready put it in a well visible place at home or work.

## **Recommendations (How to use the tool/resource)**

Together you should rejoice in the success - when a person manages to plan even a few activities on their own. It is important to give a possibility to choose for himself. It is not the result that should be assessed, but the effort made in carrying out the task. Provide an opportunity to experience success.

## **Evaluation:**

Assessing the performance of this task, it is possible to learn more about a person's ability to make decisions. After completing the task, discuss together what was most the difficult and the easiest for him in this task, what he liked the most or did not like, what activities he could do by himself and which would require the assistance of others.

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## Template for the week schedule

	Monday	Tuesday	Wednesday	Thursay	Friday	Saturday	Sunday
6:00 a.m.							
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 a.m.							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							

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Example of the week schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00 a.m.	Morning routine	Morning routine	Morning routine	Morning routine	Morning routine		
7:00 a.m.	Travel to work	Travel to work	Travel to work	Travel to work	Travel to work	Morning routine	Morning routine
8:00 a.m.	Work	Work	Work	Work	Work	Family commitments	Family commitments
9:00 a.m.	Work	Work	Work	Work	Work	Family commitments	Family commitments
10:00 a.m.	Work	Work	Work	Work	Work	Recreation and hiking	Recreation and hiking
11:00 a.m.	Work	Work	Work	Work	Work	Recreation and hiking	Recreation and hiking
12:00 a.m.	Work	Work	Work	Work	Work	Recreation and hiking	Recreation and hiking
1:00 p.m.	Travel home	Travel home	Travel home	Travel home	Travel home	Recreation and hiking	Recreation and hiking
2:00 p.m.	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
3:00 p.m.	Meeting /chatting friends	Meeting /chatting friends	Meeting /chatting friends	Meeting /chatting friends	Meeting /chatting friends	Meeting friends	Meeting friends
4:00 p.m.	Family commitments	Family commitments	Family commitments	Family commitments	Family commitments	Meeting friends	Meeting friends
5:00 p.m.	Gym or going for a walk	Gym or going for a walk	Gym or going for a walk	Gym or going for a walk	Gym or going for a walk	Free time	Free time
6:00 p.m.	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
7:00 p.m.	Free time	Free time	Free time	Free time	Free time	Free time	Free time
8:00 p.m.	Next day preparation	Next day preparation	Next day preparation	Next day preparation	Next day preparation	Free time	Next day preparation
9:00 p.m.	Bath	Bath	Bath	Bath	Bath	Next day preparation	Bath
10:00 p.m.	Sleep	Sleep	Sleep	Sleep	Sleep	Bath	Sleep

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**Final observations and methodological recommendations towards the activity's implementation (do's and don'ts):**

Allow a person to make all the decisions and choices on his own, this will give him more responsibility and thus raise his self-esteem, encourage independence.

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