

TIME MANAGEMENT LIST

Age Group: Middle, High School

Learning Goals:

- Practice time management skills
- Practice interpersonal and communication skills
- Rely on others to complete tasks for the success of the larger group

Materials:

- Large Poster Board
- Marker
- Paper
- Writing Utensils
- Small Prizes / Rewards (stickers, toys, trinkets, etc.)

Estimated Time: 25 minutes



Activity Details

1. Set up the poster board so that you can write on it in front of the students.
2. Explain that we will be making a list of different actions we can do and tasks we can complete. Ask them for suggestions and place a point value you think is appropriate next to the listed item. For example:
 - Do 20 jumping jacks (15 points)
 - Get everyone in class to sign one piece of paper (20 points)
 - High five everyone in your group (10 points)
 - Make a group long conga line (10 points)
3. Make sure you have more things on your list than can be completed in 10 minutes.
4. Once you have a long enough list, break your class up into 2 groups. Give each group a few pieces of notebook paper and a pen or pencil to keep their notes and score.
5. Explain that they will have 10 minutes to get as many of the things on the class list done as possible. Tell them it's their responsibility to keep track of which items they complete and how many points they earn. At the end of the 10 minutes, we will see which team completed the most tasks and has the most points.
6. Set a 10 minute timer and let them go.
7. When the timer ends ask each team to report out on how many items they completed and points earned.
8. Award the team with the most points the prize(s).
9. Lead the class through a discussion using the following guiding questions:
 - "What was difficult about this challenge? What was easy?"
 - "How did your team work together? How did your team work with the other team?"
 - "How did your team decide what items to do and what items to skip?"
 - "Why is time management so important in this activity?"
 - "How might your team have managed your time better?"
10. Explain how important time management is for everyday life. Tell students that they do time management every single day. They have to manage their time at home when they get ready for school, or do their homework. Relate this activity to other soft skills. Mention how teamwork and communication are very important parts of time management.

Modifications for Virtual Learning

This activity can be conducted largely the same in a virtual environment. You may choose to have tasks that are more digital-friendly instead of tasks like jumping jacks. Or use those physical activities as a nice movement break in your lesson. To create the different groups, use breakout rooms in your video conferencing software.