**Academic Support: How to Manage Time Effectively**

*School*: Steinmetz College Prep

*Subject*: Academic Support

*Grade*: Sophomores

*Date*: 2013-2014 academic school year

*Duration:* 2 sessions

**ASCA Standards**- Academic Development

**Standard A: Students will acquire the attitudes, knowledge and skills contributing to effective learning in school and across the lifespan.**

**Competency A1**: Improve Academic Self-Concept

A:A1:5 Identify attitudes and behaviors leading to successful learning

**Competency A2**: Acquire Skills for Improving Learning

A:A2:1 Apply time-management and task-management skills

**Standard C: Students will understand the relationship of academics to the world of work and to life at home and in the community.**

**Competency C1:** Relate School to Life Experiences

A:C1.1 Demonstrate the ability to balance school, studies, extracurricular activities, leisure time and family life

**Learning Objectives**

Students will be able to:

* Assess their time management skills
* Create and use a time management weekly schedule
* Explore solutions for prioritizing activities
* Apply knowledge and learning styles to positively influence school performance

**Materials**

* Time Management Assessment
* Blank Weekly Schedule
* To-Do List/Activity log
* Time Management Tips Sheet
* White board
* Dry erase markers

**Lesson Procedures** (*Student Involvement will be italicized*)

1. Counselor will distribute time management assessment to students, followed by an introduction of the lesson. Counselor will introduce the lesson with a **So What, Who Cares?** Why are we talking about time management? Time management is important for your personal life and career success. It teaches you how to manage your time effectively and make the most of it. *Students will discuss what time management means, and discuss as a group.* Counselor will write down group definitions on a white board.
2. Review time management assessment with group once they have completed it. The counselor will explain the purpose of adding the numbers. The higher the total, the more they need to work on time management skills. *Students will identify and list their* top 2 **“time wasters” (**something they like to do that often turns into a waste of time) on a post-it note. *Students will quickly go around the room to share.*

\*Counselors will emphasize that there is no way to get more time into a week. There are just choices and decisions students can make to better use or manage the time that they have.

1. **Set goals**: Counselors will then have students set a goal for the week based on their deficit, and list ways they can reach that goal on another post-it. *Once students* have written their goals, they will create a To-Do List (prioritize tasks), and Activity Log, and identify interruptions.

**To**-**Do List:** jot down things you need to do today, tomorrow, by the end of the week, or later. Prioritize today’s list.

**Schedule your time**: As new things come up, add them to our list. As your complete old tasks cross them off ☺ If you have evening events/activities such as a game, date, or practice, add them to your activities list.

**Analyze your schedule**: At the end of the week, take a look back at what you had to do and what you accomplished. See what worked and what didn’t work for you.

**Lesson Assessment:**

* Counselor will wrap up the lesson by reviewing time management tips.
* Counselor will hand out blank weekly schedules every session and ask students to continue the process until they have seen progress made and all activities are balanced out.
* Counselor will reinforce the importance of allowing more time for academics, such as putting the “have to do” before the “want to do” in order to manage time effectively. Counselor will conclude the lesson by stating the purpose of the time management schedule which is to provide you with a structure for using your time efficiently. Once you begin using your time more efficiently, you will find that you are achieving more and enjoying more free time than you did before.

**Follow Up:**

* Counselor will check in with students on their weekly schedules and work with them in identifying goals.