

TIME MANAGEMENT CHALLENGE

Overview: Learning how to manage time in order to be productive and meet goals can be quite challenging. This activity helps students see why time management is important.

SD Mindsets & Behaviors for Student Success:

K-12 College, Career, and Life-Ready Competencies for Every Student:

- B-LS 2. Creative approach to learning, tasks, and problem solving
- B-LS 3. Time-management, organizational, and study skills
- B-SMS 6. Ability to identify and overcome barriers
- B-SS 6. Effective collaboration and cooperation skills

Estimated time: 10-15 minutes

Materials:

- PowerPoint slide that shows tasks and assigned point values (see item #7 in the Instructions for examples)
- Timer (can be on your cell phone, the computer, etc.)

Instructions:

1. Ask students how they stay organized to complete their homework and other school projects. (You will likely hear a variety of responses, such as: use an assignment notebook, write it down, remember it. You may also just get blank stares from students who know this is a challenge for them.)
2. Tell students that in life and school, we will always have a list of things we need to tackle or accomplish. This is the same when it comes to reaching our goals. It can be quite overwhelming and stressful when we think of all the things we need to do and how little time we have to do them!
3. Inform students that when our time is tight and we have a lot of things we need to do, we've got to prioritize tasks and work efficiently.
4. Divide the students into small teams (groups of 5-6 may work well, depending on the size of your group). Inform them that their team's job is to work together to earn as many points as possible by completing activities within a specific amount of time. Each activity has a point value, so they will want to work together to strategize how their team will be able to earn the most points in the allotted time!
5. Depending on how many teams you have, it may be beneficial to you as the facilitator to ask each team to designate a team member to be a scorekeeper. The scorekeeper's job is to keep score for the team, make sure all teammates participate, and of course, be honest!

6. Tell the teams they will have five (or ten, depending on the age level of your group) minutes to complete tasks to earn as many points as possible. (Even though this isn't necessarily a competition between teams, let them think it might be, so they have extra motivation to try to earn as many points as possible. You can do this by asking the whole class probing questions like, "Which team is going to earn the most points?" "Who will finish in time and earn the total possible points of XX?")
7. Once students are ready, share a PowerPoint slide that shows tasks and a point value for each task. Before they begin, it may be useful to ask the whole class if they have any questions about what any of the tasks entail (for example, some may not know what a conga line is). Once questions are answered, start the timer and let the fun begin!
 - a. Example: Do 15 jumping jacks (5 points); make up a nice nickname for each member of the group (5 points); get every person in the class to sign a piece of paper (15 points); form a conga line and conga from one end of the room to the other (5 points, 10 bonus points if anyone joins you); etc. Make sure you list enough tasks to take up more than the allotted amount of time!
 - b. Another example:

Activity that Everyone Does in a Team	Points
The whole team does the wave	10
Do 25 jumping jacks while counting out loud to 25	20
Get every person in the whole room (beyond just your team) to sign their name on a piece of paper	50
As a team, walk and talk like a chicken from one side of the room to the other	20
Form a conga line and conga from one end of the room to the other (10 bonus points if anyone outside of the team joins you)	30
Find an item(s) that are red, yellow, blue, green, purple, and orange and bring it/them to the facilitator	15
Line up everyone in your team in order by birth month and day (not year)	25
Do the YMCA as a team while one of your teammates sings it	20
Each person on your team finds someone from the rest of the whole room who has the same middle name as them	50
Everyone on your team sings "Happy Birthday" to all students	10
As a team, write a poem and bring it to the presenter	10

8. When the timer goes off, have student teams share how many points they earned in the allotted amount of time.
9. Reveal to students that this activity wasn't actually a competition with everyone, but one in which they had to prioritize their tasks to make their own team's success.
10. Share with students that in school and life, we will always have our "plates full" with tasks and distractions on completing them. Prioritizing what we need to do first will help us manage our time to get those tasks completed.

Processing/Application Questions:

- Think about how you made decisions in this activity. How did you contribute to your group?
- Your groups had to work together to determine which tasks were worth prioritizing. How did your team plan ahead to know which items were worth pursuing first?
- What was it like working with your team to prioritize which tasks were most important to do?
- How does this activity relate to being successful in school?
- How does this activity relate to being successful to meet your goals?
- What is a tool you can use to prioritize and plan ahead? (Examples: use an assignment notebook, planner, to-do lists, make reminders on your phone, etc.)
- Why is time management important?

Modifications:

- Modify the amount of time and size of the groups based on how many students you have in the class and how much time you have
- NOTE: However you make modifications, just make sure that it is near impossible for teams to complete all of the activities within the allotted amount of time, as the point of this activity is to prioritize and use time wisely!

Adapted from:

Elizabeth Mulvahill. (2021). 12 Awesome Classroom Activities That Teach Job Readiness Skills. Retrieved from: <https://www.weareteachers.com/9-awesome-classroom-activities-that-teach-job-readiness-skills>.

