

# Congratulations!

You've won the lottery!



# The Good News

You won \$86,400 in the Lottery. You can spend this money anyway you choose.



# The Catch

You have to spend all the money **TODAY!** You **CANNOT** save any of the money.  
And you **CANNOT** borrow additional money.

- Take 2 minutes to decide what you'd like to spend your money on.
- Share your thoughts with the group.



# Share Out

- What did you spend your money on?
- How did you decided?
- What do your choices say about what you value?

**“IT’S NOT  
HARD TO MAKE  
DECISIONS  
WHEN YOU KNOW  
WHAT YOUR  
VALUES ARE”**

**- ROY DISNEY**

# You do Have 86, 400 Per Day...



# **Time Management**

**Getting Ready for Tests and Exams**

# How long is a m



## Instructions:

- Form a circle so you can see everyone in the group
- Close your eyes for 1 minute
- When you believe a minute has past, open your eyes - don't say anything!
- Check the time on the stop watch.
- <http://www.online-stopwatch.com/>

# How Long is a Minute?

Of course, we all opened our eyes at different times. What does this mean in terms of time management?

- Even though everyone has an equal 24 hours a day (or 1 minute for this exercise), we experience and use time in different ways.
- Knowing how you experience, value and use time is crucial to finding your own effective time management skills.





# What is Time management?

- In your groups, take 2 minutes to brainstorm what “time management” means to you. Record your thoughts on the chart paper.
- When you’re done, post your sheet on the wall.

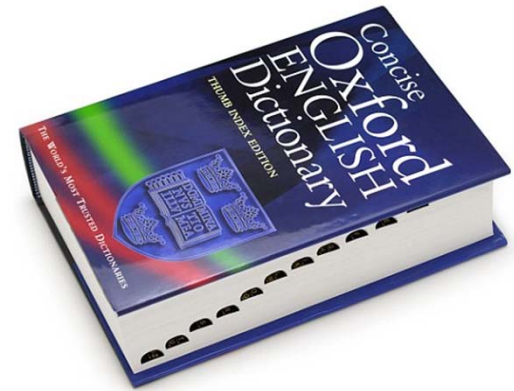


# The Dictionary Says.

time man·age·ment

*Noun*

1. the ability to use one's time effectively or productively, especially at work.
2. "time management is the key to efficient working"



© Alamy

# But It Is More Than This...

“Time management” is the process of **organizing** and **planning** how to divide your time between specific activities. Good time management enables you to **work smarter** – *not harder* – so that you get **more done in less time**, even when time is tight and pressures are high.

Good time management requires an important shift in focus **from activities to results**: *being busy isn't the same as being effective*.

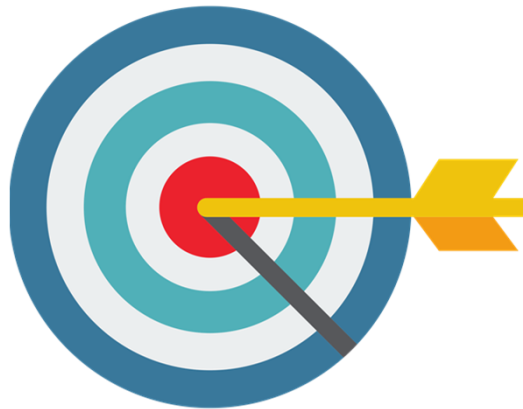
# Time Management I

1. Setting goals and objectives
2. Using an organizer
3. Effective planning
4. Setting deadlines
5. Prioritizing activities
6. Spending the right time on the right activity
7. Staying focused
8. Taking breaks
9. Keeping things in their proper place
10. Using your “dead” time



# Setting Goals and Objectives

- Studying without goals and targets would be similar to playing *Pin the Tail on the Donkey*, without the donkey; you'd have nothing to aim for and no way to succeed!
- Set targets for yourself and make sure they are **realistic** and **achievable**.



# Using an Organizer

- **Develop the habit of using an organizer.** It helps you plan things better.
- Figure out what works best for you - paper or digital?



# Effective Planning



- Plan your day **in advance**. Prepare a *To Do List* - jot down the important activities that need to be done in a single day AND the time that should be allocated to each activity (remember you only have 86 400 seconds to spend!)
- **High Priority** work should be on the top of your list followed by those tasks which are not as important at the moment.
- Complete tasks **one by one**. Do not begin fresh work unless you have finished your previous task. **Stick to your time frame.**

# Setting Deadlines



- Set deadlines for yourself and strive to complete tasks on, or ahead of, the deadlines.
- Do not wait for your teachers to remind you. Learn to take ownership of your study schedule.
- The person who can best set the deadlines is you. Ask yourself how much time needs to be devoted to a particular task and for how many days. Break the work into manageable chunks.
- Use a calendar to mark the important steps toward the final deadline.



# Prioritizing Activities



- Prioritize tasks as per their importance and urgency.
- Know the difference between **important** and **urgent** tasks.
- **Important activities** have an outcome that leads to us achieving our goals, whether these are academic or personal.
- **Urgent activities** demand immediate attention, and are usually associated with achieving someone else's goals. They are often the ones we concentrate on and they demand attention because the consequences of not dealing with them are immediate.

# Spending the Right Time on The Right Activity

- Develop the habit of doing the **right thing at the right time**, and for the **right amount of time**.
- Work done at the wrong time is not of much use. (Planning your Halloween costume in June is not a good use of time when you exams are that month!)
- Allocate the appropriate amount of time to each task. **Don't lie to yourself!** (Don't waste a complete day on something which can be done in an hour or so. And don't schedule an hour for something that will take three.)

# Staying Focused

- Do not leave your desk if some **urgent** work needs to be done.
- Going for “a lap” in the middle of urgent work breaks continuity and you will tend to lose focus.
- Students who waste time at school or while studying at home find it difficult to cope with exam stress.



# Taking Breaks

- **Include time for brain breaks!** It is important.
- Schedule time for a snack break, to check social media, to call or text friends, and to **exercise**. Even a short movement break is effective.
- Human beings are not machines who can work at a stretch for eight hours a day with no break. Find a balance that **works for you** - work for an hour, break for 15 minutes.



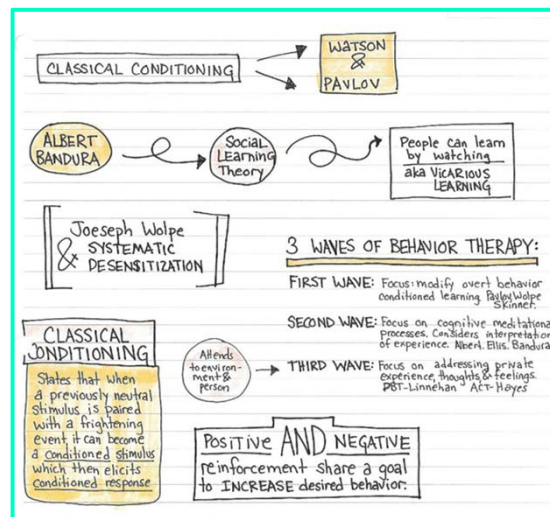
# Keeping Things in their Proper Place

- Learning to be more organized will save you the time that has gone toward unnecessary searching.
- Check your binders well ahead of the time you actually plan to study. Are your notes organized by course. Are they in order, or organized by unit? Where are your old tests?
- Do you have pens, pencils, paper, highlighters, folders, etc. accessible for when you're ready to begin studying?



# Using your “Dead” Time

- There is more time in the day than you realize.
- Carry your study review cards with you - read them over while you wait for the bus, stand in line in the caf, etc.



# Will it Work?

Time management systems often “fail” because they are born of **perfectionism** and **unrealistic expectations**. The result is that students conclude that these strategies of planning don't work for them. But, what is important isn't being perfect, it is **making and using a plan** that **helps** you accomplish your goals.



# Not a Short-Term “Catch-Up” Strategy



- Some people don't initiate a time management approach until they're already falling behind in their work; they undertake time management as a means of catching up.
- Their initial plans tend to **cram in everything** they have to do **without appropriate regard for the time** required.
- The unrealistic plans that come from "catch-up time management" are nothing but renewed **motivation for change** but **without the structure to support it**.
- Students trying to follow crammed schedules often fall behind their intended pace and give up on the plan altogether, and then believe the strategies don't work.



# Game Time!

## ACTIVITY

- Work with your group to complete the tasks outlined on the handout. You have **10 minutes!**
- After ten minutes, points will be added up and winners will be announced!



# Debrief

- How did you decide what tasks you wanted to do?
- Were any decisions based on task dependencies? (For the name card task, for example, you received bonus points if you used team nicknames. Performing these two tasks together would triple the points received.)
- What group dynamics came into play? (If you knew each other before working in this group, you may have felt more comfortable performing a personally risky activity, like singing a song.)



# Take-Aways

Effective Time Management Strategies:

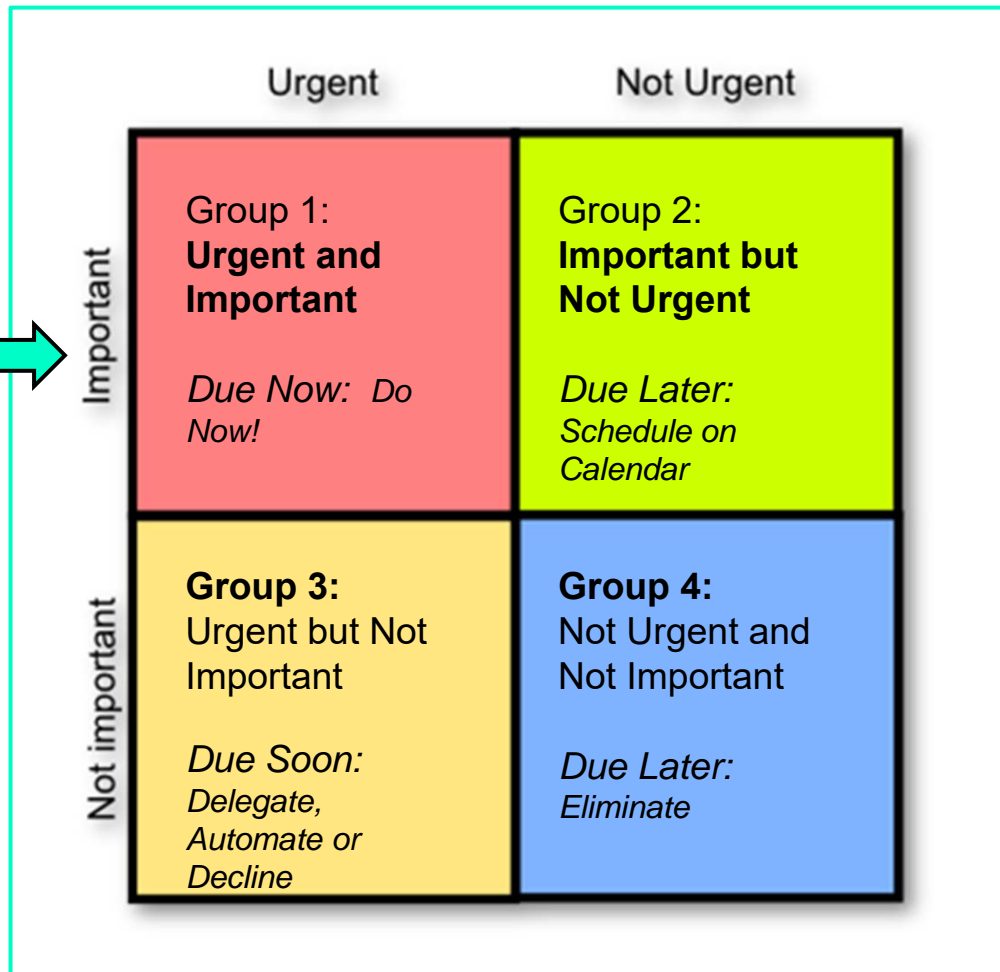
- Choose the **high-yield, low-effort tasks** over the low-yield, high-effort tasks
- **Batching** tasks increases your results exponentially.
- When prioritizing tasks, you're more likely to stay within your **comfort zone**.  
Beware of this as you plan your time - you might be more comfortable with math, but need to study English.

# A Strategy to Try

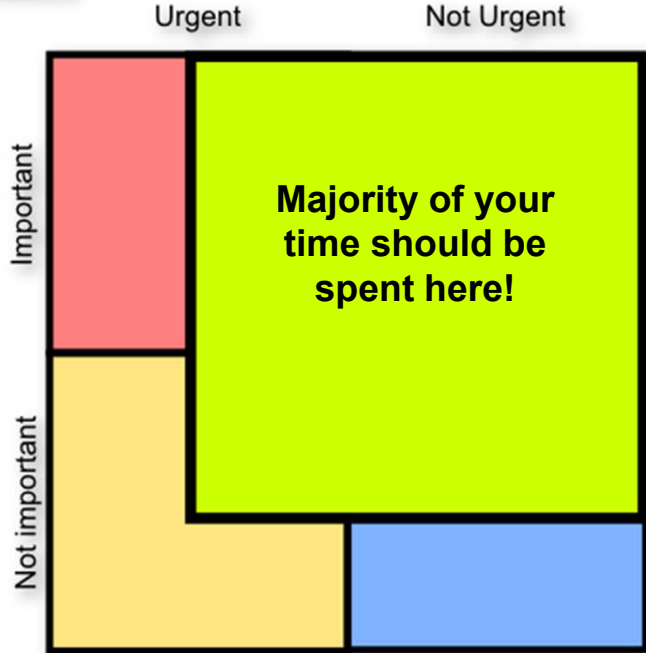
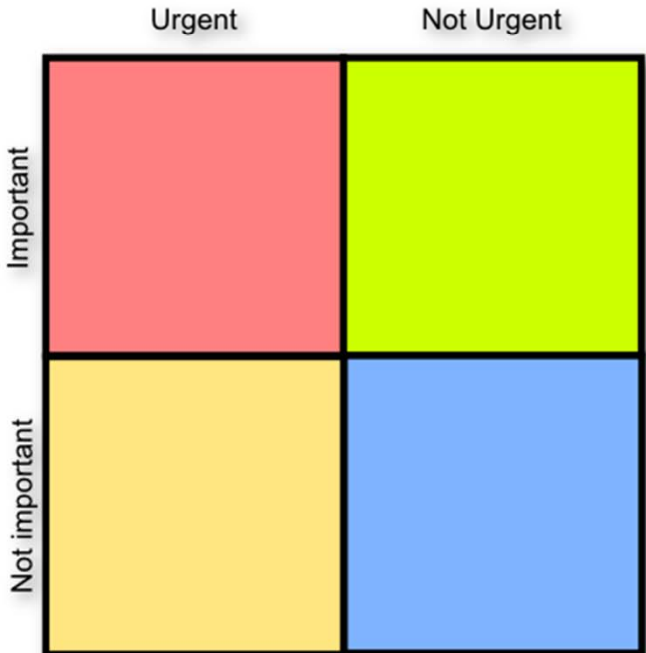
- Dwight Eisenhower - a famous WWII Army General and the 34th President of the United States.
- He developed a time management strategy known as the Eisenhower Matrix.



**Important activities** have an outcome that leads to us achieving our goals



# Good time management



NOW IT'S  
YOUR TURN.

The image features the phrase "NOW IT'S YOUR TURN." rendered in a playful, 3D style. Each letter is constructed from multiple, overlapping, brightly colored blocks in shades of red, yellow, blue, and green. The letters are arranged in two rows: "NOW IT'S" on top and "YOUR TURN." on the bottom. The letters have a slight shadow on the white surface below them, giving them a sense of depth. The overall aesthetic is vibrant and child-friendly.

**Thank-You and Good Luck with  
your T xams!**

