

Time Management Workshop

Purpose:

To teach participants different ways of managing their time; whether it be for school, friends, college, life or project planning.

Goals:

Participants will be able to walk away with three ways they will manage their time.

Handouts:

- | | |
|------------------------------|----------------------------------------|
| 1- Time Bandits | 6- Empty To-Do List |
| 2- Time Management Tips | 7- 7 Habits of Highly Effective People |
| 3- Filled in Weekly Schedule | |
| 4- Filled in To-Do List | |
| 5- Empty Weekly Schedule | |

Materials:

Note Paper, Pens, Pencils, Flip Chart Paper, Masking Tape, Flip Chart Markers

For color coding schedules and to-do lists: colorful markers and pens, stickers, post-its, highlighters, white out.

Presentation: Total Time ~ 1.5 hours

1) Warm-up, Individual Activity (5 minutes):

Handout 1: Time-Bandits - Have individuals fill out the questionnaire, individually, of all of the items that “steal” their time. During the course of the workshop, the answers of all participants will be tallied up, and discussed later.

2) Group Discussion (10 minutes):

What things in life are participants planning for? Why is time management important? A discussion on stress management and anxiety.

Materials: Flip Chart paper, Tape, Markers

3) Group Game:

Take a kosh or stress ball and have participants stand in a circle. As they rapidly pass the ball, they have to name different ways they manage their time.

Or

Individual Activity:

On one sheet of paper have participants list what they will be doing in five years. Later, have participants list everything they did yesterday. Then have the participants compare their two lists. Do the different tasks match?

or

Simulation Activity:

Participants have five minutes to complete a task in their teams:

- Building a bridge which is strong enough to hold a toy car out of paper and tape.
- Participants have to run a successful business in which they buy/sell items to other team members.
- Participants receive an empty jar and a bag of items. They have to successfully fit everything into the jar. Have participants keep track of the order they place items in the jar.

4) Group Discussion:

Handout 2 : Time Management Tips

5) Review:

Handout 3: Filled in Weekly Schedule

Handout 4: Filled in To-Do List

6) Individual Activity (10 minutes):

Handout 5 : Empty Weekly Schedule: Participants will practice filling that in with how much time they go to school, eat, exercise, Facebook, video games, talk on the phone.

7) Individual Activity (10 minutes):

Handout 6: Empty To-Do List: Participants will practice filling that in with goals, and tasks at hand. They will also practice prioritizing tasks.

8) Group Discussion:

What are some ways that participants can better use their time, to maximize on their goals?

9) Group Discussion:

How does Time Management affect the larger picture? School? Teams? YAB? Fostering Connections? How can time-management be incorporated into our purpose for this summit? How do we consider time management in the strategic plan? What will you take with you?

10) Handout 7: Seven Habits of Highly Effective People