



TOPIC

Time Management

LEVEL

Sixth Grade

THEME

Time Crunch Escape

LEARNING OUTCOMES

At the end of the lesson, the students are expected to:

- Learn to prioritize under pressure.
- Understand the value of prioritizing tasks.

MATERIALS

- Printed Task Pages
- Visual Timer
- Answer Key
- Writing Utensils

ESSENTIAL QUESTIONS

- How do I prioritize things that need to be accomplished?

CHECK-IN / WELCOME (5 MINUTES)

Say: "Raise your hand if you feel like the past week, you have had very busy times?"

- Ask: "Does anyone want to share what has made this past week busy for them?"

Say: "Sometimes life can get overwhelming. It is okay to have periods of our lives where we feel extremely busy and periods of our lives where maybe we feel like we have too much time. The key is to balance your schedule, however you are feeling. This is called time management."

- Ask, "How can time management help us to feel more at peace?"

GUIDED DISCUSSION / TOPIC INTRODUCTION (5 MINUTES)

Say: "Today you will work with a group to score the most amount of points possible. You will be given four different tasks. You can go in any order you choose, however, each task is worth a different amount of points. You will only be allotted 20 minutes total. Your group must decide how to make the most of your 20 minutes."

Ask: "What does it mean to prioritize?"

- "Prioritizing means deciding what is most important to do first, and what can wait until later. When you prioritize your time, you take care of the things that matter most like homework, family responsibilities, sleep, and self-care before getting caught up in distractions."
- "Prioritizing helps you reduce stress (you don't feel as rushed or overwhelmed), feel proud and confident when you finish what you planned, make space for fun and relaxation without guilt, keep balance between school, friends, and taking care of yourself."

Say: "One way I prioritize is that I make time to do all my chores like packing my lunch and walking my dog before I start watching shows before bed."

- Ask: "Can anyone share an example of how they prioritize tasks?"

Put students into small groups of 3 or 4.

ACTIVITY: TIME CHALLENGE (20 MINUTES)**Instructions:**

- Hand out the task page to each group (there are four tasks included with allotted point values).
- Tell students that they cannot work with other groups while trying to complete the tasks.
- Do not provide any further guidance. Tell students that they have 20 minutes and it is up to them how they decide to prioritize the tasks on their sheets. Some groups may try to divide and conquer while others will work completely together. This is all part of the excitement of this activity.
- Start the timer for 20 minutes and let students work!
- As tasks are complete, they should raise their hands and get their tasks checked briefly for accuracy.
- When the timer goes off, tell each group to STOP.
- Groups should count up the amount of points they earned and circle it at the top of their papers.

WRAP-UP (5 MINUTES)

Ask students to share the amount of points they earned and discuss the strategies each group used.

Ask:

- “What was difficult about this task? What did your group do to manage your time?”
- “If you were to do this again, what would you do differently?”

Explain: “This was a high stress activity. Sometimes life can be highly stressful too. How can you apply something you learned today to highly stressful life situations? What can you do if things are not going to plan?”

Say: “When we are stressed, we can get overwhelmed. Sometimes, we will be stressed no matter how much planning we do. However, making a plan to tackle our use of time can help us to feel less overwhelmed and ultimately help our mental health. This is Aavidum because we’re having our own backs to help protect our mental health.”