

MODULE 4B

LIFE SKILLS SUPPORT GROUP

THE NUTS AND BOLTS

TIME MANAGEMENT

GOALS: This module is designed to help participants design a plan for the daily use of their time taking into account the schedules of their families. Participants will be able to have a realistic view of what their parameters are and how they can reasonably achieve their goals within a given time frame.

OBJECTIVES: Participants will be able to:

- outline their daily schedule
- determine how much time is needed for educational/vocational goals
- plan ahead for future needs

MATERIALS: Handouts: Your Time Is Important, Daily Planner, Tools To Start, Time Management

YOUR TIME IS IMPORTANT!

Time management is a carefully thought out plan of action aimed at engaging you in activities that are focused upon goal attainment. There are only so many hours in a day. But have you ever thought to consider that the same hours you are given in a day to accomplish things are the same hours it takes to be a doctor, writer, producer, or the president of a company? We are all CEO's over our lives. What are you doing with your given hours in a day? Do you find that time slips away from you? Are you wasting time with excessive TV viewing? Sleeping? Procrastinating? What are you accomplishing in your 24 hours? Are you following through on major projects? Are you satisfied with your leisure time? If you are like a lot of people, you can make improvements in the area of time management.

One of the problems in this area may be a lack of knowledge about the tools of management and how to use them. If you compare yourself to people that seem to get an enormous amount of things done in a short amount of time, you will find that their activities are typically focused and goal centered. They typically have a plan that is flexible and workable. In short, they pursue goals until the job is completed or the situation is resolved.

DAILY PLANNER (A)

Use this calendar to record your regular activities for each day of the week. To simplify your calendar use 1 or 2 word descriptions. Use down-point arrows to illustrate the same action for extended periods of time.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00 AM							
6:30 AM							
7:00 AM							
7:30 AM							
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
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2:00 PM							
2:30 PM							
3:00 PM							
3:30 PM							
4:00 PM							
4:30 PM							
5:00 PM							

TOOLS TO START

- Evaluate your use of time.
- Focus on your goal, what you want to accomplish.
- Write down your steps and realistic deadline dates.
- Put away distractions and focus upon the task.
- Build in rewards for yourself when you complete aspects of the project.
- Consult if necessary and seek advice.
- The more planning you put into it the better the outcome.
- Create more time for yourself and your project when possible.

TIME MANAGEMENT

Please discuss the following questions:

- Why is it important to manage time?
- How do you go about establishing goals?
- Why is it important to plan ahead? What can go wrong if you don't? Share a real life example.
- Why is it so important to write down what you need to do?
- Name three things that are your biggest "time wasters."
- Describe the last time you successfully organized something?
- What are the ingredients to a successful outcome?
- Why is it important to set a time frame and stick to it?
- Describe how you managed a baby, housework, if relevant—school and or work.