

FD7 TIME MANAGEMENT

BEGINNER



Activity 1 Picture Story

Activity 2 Let's Talk

Question A: What time do you get up in the morning? What time do you go to bed?

Question B: How much time do you spend sleeping?

Do you wish you could sleep more?

Question C: What time do you go to work?

What do you do if you forget an appointment?

Question D: In your culture, is it polite to always show up on time, or to show up a little late?

INTERMEDIATE

Time Management: Have-To's, Want-To's, and Goals



Have To`s

Want To`s

Long Term and
short Term Goals

1. **What is my goal?**
2. **Things that I have to do.**
3. **Things that I want to do.**

What are the things we *have* to do in our lives? What are the things we *want* to do? All of these take TIME!

Have-To:

Have-To · need to be a part of almost every day. Whether we like it or not, we all have to find time to get them done.

- Family responsibilities. You know the drill: household chores, helping your little bro with homework, keeping your room clean.
- Work/School homework. You won`t always be a worker/student, but while you are, it`s your job to give time and energy to your work/education.
- Sleep. This may seem like a big nUH, · but it helps to be reminded: Sleep is a must for our bodies and minds, and doctors agree that young people need at least eight hours every night. If you think you can squeeze more time into your schedule by cutting back on Zzzz, you`ve probably find that you`re sleepy and sluggish during the day, and wind up taking longer to do things anyway.
- Eating and personal hygiene. We know, another big UH. · But many people skip meals because they`re running late. Taking enough time to eat so that you actually enjoy it, rather than just shoving cereal down your

throat, will help you develop healthy food habits. The same goes for bathing, dressing, and other things that make you presentable to the world. If you block out time to do them and enjoy them, you're likely to feel better about yourself that day.

Want-To:

Fortunately, our time isn't just about responsibilities - we get to have some fun, too! Want-To - make our lives a little more fulfilling.

- Activities. You might be a violinist, a soccer player, a painter, a poet, or a ballet dancer. Sports, the arts, and other hobbies are important because they help make us well-rounded and develop our bodies and minds. Plus, they just plain make us happy.
- Chill time. Okay, let's not forget that you also deserve some time to just be *you* and do whatever you feel like, whether it's going to the park, hanging out with friends, reading a book, or being alone with your thoughts.



Goals:

Many of our Have-To and Want-To get done because we set goals for ourselves.

Short-term goals are things we want or need to do that can be accomplished in a few hours or days. Let's say you want to bake a birthday cake for your dad. You might not think about it, but that's a short-term goal. It'll probably take just an hour or two, but making that goal and planning to achieve it will result in that yummy cake. Other short-term goals take longer; for instance, building a skateboard ramp or going through old boxes in the attic, which might happen over a weekend or more.

Long-term goals are part of the bigger picture - of our lives -- our dreams and aspirations. Although they may take months or years to accomplish, they still take up time on a regular basis. These might include teaching yourself to play guitar, writing a book, becoming a better basketball player, or learning to speak French. Goals like these can't be achieved by setting aside one big block of time but rather, smaller blocks of time over a period of days, months, or even years.

Now that we've looked at what takes up time in our lives, we've got to learn how to Make A Budget to fit it all together.

ADVANCED

Activity 1. Discussion

Do you think you manage your time wisely?

If you could stop time, what would you do and why?

Would you rather have more time or more money?

What's the most significant time of your life? (Significant for any reason: because you liked it or hated it; because of your profession; because of a relationship; or because it was a turning point in your life)

Activity 2. Dialogue

Situation: You showed up late for a very important meeting because you overslept. Give an excuse to your boss.

Boss: What time is it now, Anna? We've been waiting for you for an hour!

Anna: I'm really sorry sir because.....