Time Management

Objectives

1. Youth will describe the importance of good time management.
2. Youth will define a strategy to set priorities.
3. Youth will identify steps to overcome barriers to effective time management.
4. Youth will apply time management tips to completion of a 4-H project.

Objective #1

Youth will describe the importance of time management.

86,400

Why should we learn to manage our time? Effective time management will help us:

- ✓ Get more done
- ✓ Gain control over your life
- ✓ Add time to your daily life
- ✓ Reduce stress

Keeping a Time Log

DAILY ACTIVITY CHART

TIME	ACTIVITY	COMMENTS
12 midnight		
12:30 a.m.		
1:00 a.m.		
1:30 a.m.		
2:00 a.m.		
2:30 a.m.		
3:00 a.m.		
3:30 a.m.		
4:00 a.m.		
4:30 a.m.		
5:00 a.m.		
5:30 a.m.		
6:00 a.m.		
6:30 a.m.		
7:00 a.m.		
7:30 a.m.		
8:00 a.m.		
8:30 a.m.		
9:00 a.m.		
9:30 a.m.		
10:00 a.m.		
10:30 a.m.		
11:00 a.m.		
11:30 a.m.		
12 noon		
12:30 p.m.		
1:00 p.m.		
1:30 p.m.		
2:00 p.m.		
2:30 p.m.		
3:00 p.m.		
3:30 p.m.		
4:00 p.m.		
4:30 p.m.		
5:00 p.m.		
5:30 p.m.		
6:00 p.m.		
6:30 p.m.		
7:00 p.m.		
7:30 p.m.		
8:00 p.m.		
8:30 p.m.		
9:00 p.m.		
9:30 p.m.		
10:00 p.m.		
10:30 p.m.		
11:00 p.m.		
11:30 p.m.		

Effective time planning means scheduling tasks throughout the year, month, week, and day.

The secret to planning is to create a list of work that needs to be done.

Creating a Daily "To Do" List

Practice for Christmas Cantata

Study *Exploring MyPyramid with Professor Popcorn* Lesson #4

Buy groceries

Work out at YMCA

Prepare 4-H newsletter

Do laundry

Fill out November mileage report

Plan and send out area staff meeting agenda

Order 4-H ribbons

Begin selecting judges for fair

Order ear tags

Contact speaker for Jr. Leader program

Objective #2

Youth will define a strategy to set priorities.

Setting Priorities

Accept the fact that learning to set priorities is a necessary skill for success at home, in school, and on the job.

Setting Priorities

Now you need to prioritize your tasks.

Rocks in a Jar Activity

Setting Priorities

Answering these questions will help you prioritize your activities:

1. What is most important to me?
2. What are the activities that I value most?
3. What is the most valuable use of my time right now?

Setting Priorities

4. How long will it take to complete this task?
5. How difficult is it to accomplish this task?
6. Do I need the help of others to get the task done?

Setting Priorities

7. What are the consequences of not completing this task?
8. Will my decision affect others?
9. Is there a deadline for any of the tasks?

Setting Priorities

Begin to prioritize tasks by:

Assigning each task a value (for example, rank each task from 1 to 3, with 1 being the most important and 3 being a task that can wait). You will have several tasks with each number.

Setting Priorities

Now rank the tasks within each number. For example, rank each of the *1*s with an *a*, *b*, or *c*. The *a*'s are the most important, and the *c*'s are the least important.

Setting Priorities

You can now accomplish your tasks in this order: *1a, 1b, 1c, 2a*, and so on.

What happens if you have two *1a*'s?

Do the one you want to!

The Check-Off

Don’t forget to check off completed tasks. This helps you visualize what you have accomplished.

Objective #3

Youth will identify steps to overcome barriers to effective time management.

Barriers to Effective Time Management

- ✓Distractions
- ✓Interruptions
- ✓Procrastination

Distractions & Interruptions

- ✓ Turn off the TV, the computer, etc. – anything that distracts you from doing what you should be doing.
- ✓ Hang a “Do Not Disturb” sign on your door.
- ✓ Write down random thoughts on a piece of paper.
- ✓ If your work environment is noisy, listen to soft music through headphones (music without words is less distracting).

Procrastination

Procrastination: postponing action, especially as a regular practice.

Procrastination

Step 1: Recognize that you're procrastinating; be honest with yourself.

Step 2: Work out WHY you're procrastinating; usually one of two main reasons:

- You find the task unpleasant, or
- You find the task overwhelming.

Procrastination

Step 3: Get over it!

- Do the worst task first.
- Break things up into bite-sized pieces.
- Consider your energy level.
- Reward yourself.

Valuable Time Management Hints

- ✓ The obvious way to use time better is ELIMINATION. Cut out those things that aren't necessary and those you don't really enjoy anyway.
- ✓ Do it right the first time to save a lot of time.
- ✓ Develop the habit of finishing what you start. Don't jump from one thing to another, leaving a string of unfinished tasks behind you.
- ✓ Learn to say "No."

9 Great Reasons to Use a Planner / Calendar

- ✓ A planner is portable.
- ✓ A planner never forgets.
- ✓ A planner prevents scheduling problems.
- ✓ A planner keeps all of your important information in one place.
- ✓ A planner reminds you of what you need to do and when.
- ✓ A planner helps you keep track of important projects.
- ✓ A planner helps you reach your goals.
- ✓ A planner can be whatever you want it to be.
- ✓ A planner frees up valuable space in your brain!

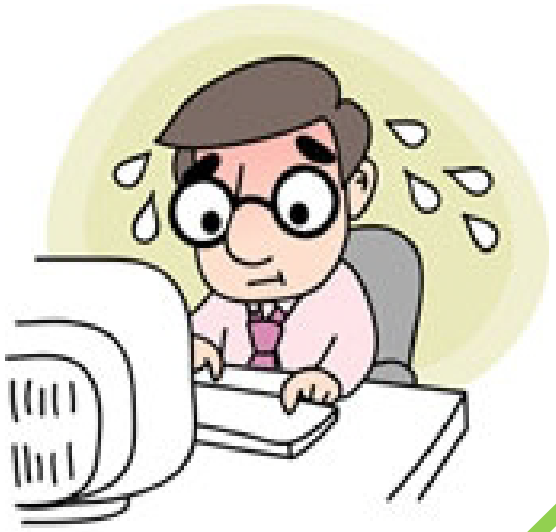
Plan for Long-Term Projects

1. Start early. Don't wait until the last minute.
2. Write the project due date in your planner.
3. Make a list of all the things you need to do for the project. List everything you can think of – don't worry about putting them in order yet.
4. Now decide what steps you'll do first, second, third, and so on. Number your list.
5. Assign a date in your planner to each step/task. By establishing a timeline, you will be able to stay on track and complete the project on time.
6. Figure out how much time you'll need to do each task. Write the times in your planner.
7. Stick to your plan. If you miss a day, get back to work the next day.
8. See step #1.

Objective #4

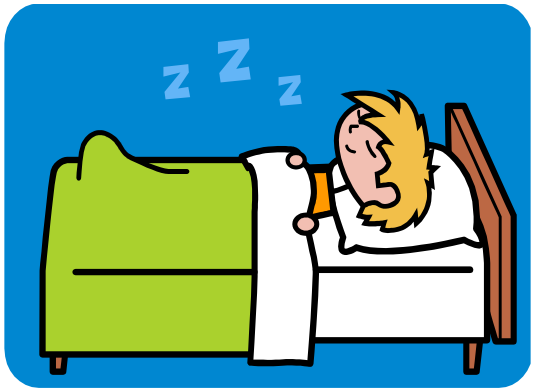
Youth will apply time management tips to completion of a 4-H project.

Steps in Completing a 4-H Poster for Fair



Steven

Mike



Mike planned his work,
and worked his plan.

That's good time
management!

Activity

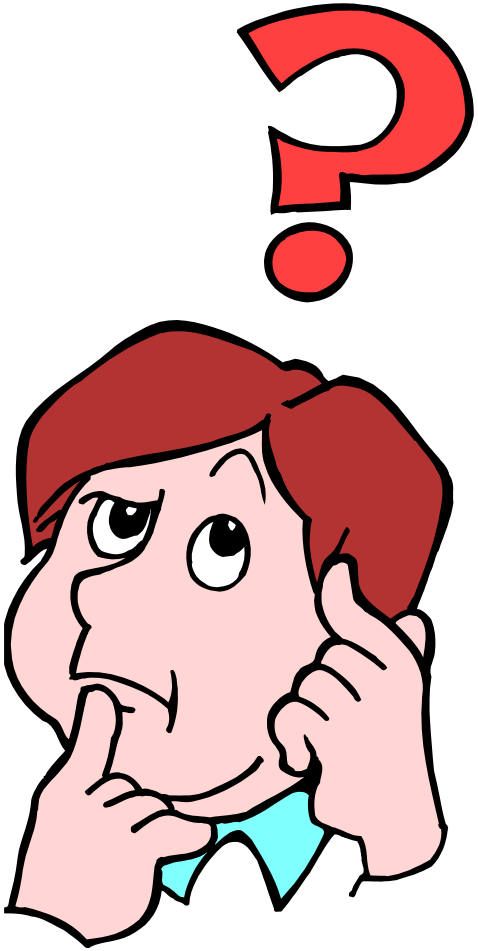
Steps to Completing a
4-H Poster for Fair

Conclusion

Make better time management a daily habit:

- ✓ Use a log of daily activities to determine how you are spending your time.
- ✓ Create a list of tasks to be accomplished.
- ✓ Set your priorities.
- ✓ Plan and schedule your time.
- ✓ Do first things first.
- ✓ Resist distraction, interruptions, and procrastination.
- ✓ Review each day.

Conclusion & Quiz



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