

## Task and Time Management (9.2)

**Goal:** Students will learn about time management skills in order to establish helpful routines for high school.

### Lesson Time Options

This lesson requires one 45-60 minute class period.

### Student Materials

- Chromebook/Laptop
- Internet Access
- Worksheet

### In This Packet

This packet includes everything you need to complete the lesson.

- Educator Guide
- Student Worksheet

### Standards

The literacy skills of Common Core can be broken down into sections – reading, writing, and speaking and listening (language skills are outside of the focus of CaliforniaColleges.edu). In the lesson, students will practice the following skills:

Common Core Skill	Practiced in this Lesson
Reading for Information	CCR-Reading 1, 4; Reading Information- 1, 4
Narrative Writing	CCR-Writing 3, 8, 9; Writing- 3, 8

### 21<sup>st</sup> Century Skills

Students in today's classrooms are learning not only academic skills and content, but how to be productive members of global communities. There are work habits, experiences, and skills that students need to develop to be ready for higher education and careers.

21 <sup>st</sup> Century Skill	Practiced in this Lesson
Critical Thinking	X
Digital Skills	X

## Task and Time Management: Educator Guide

**Goal:** Students will learn about time management skills in order to establish helpful routines for high school.

### Recommended Preparation

- Review the **Student Worksheet**. The worksheet provides clear instructions for students to complete the lesson. Determine how you will use the worksheet.

### Getting Started

- You may print the **Student Worksheet** for students or embed the link in the materials you share with students.

### Guiding Question

- What stands in the way of managing your time? How can you make the most of the time you have? What tools exist to help you manage your time?

### Bell Work (10 minutes)

- Have students summarize their current approach to time management.
- If time allows, have students share out their time management systems and tools. Ask them if their approach is working.

### Introduction (15 minutes)

- Students will chart their current use of time for any given week. This may involve cell phone use if students use their phone as a planner.

### Activity (35 minutes)

1. Students think about one day the previous week and write out the major things they did. You may give students examples depending on how much detail you would like them to provide.
2. With an elbow partner, students will discuss their day and identify similarities and differences in how they spent their time.
3. Students will read the article **California Colleges Tips for Using My Tasks** on **CaliforniaColleges.edu** and discuss their takeaways with an elbow partner.
4. Students will access **My Tasks** on **CaliforniaColleges.edu** and review the platform's default tasks for their grade level. Students will mark any tasks they have done as completed and then add any tasks related to things they are working on. You may suggest specific tasks.

### Reflection (5 minutes)

- Direct students to **My Journal** to respond to the prompt indicated in the student worksheet (*prompt #03: "How will you manage your time better going forward? How will you prioritize your time? What is most important when considering time management for you?"*). You may also assign an alternative prompt.
- Optional: direct students to upload their completed worksheet to **My Documents**, found under **My Plan**.

# Task and Time Management: Student Worksheet

**Goal:** You will learn about time management skills in order to establish helpful routines for high school.

## Part I: Introduction – Bell Work


What systems and tools do you currently use to manage your time? Are they working?

## Part II: Activity

1. Think about last week. To the best of your ability, record everything you did on one day last week. Consider things like school arrival/departure times, homework, sports, clubs, activities, rehearsals, jobs, homework, family obligations, and social activities. You do not need to fill in every row.

Day:

Time	What did you do?

2. Discuss your day with an elbow partner. What similarities do you notice in your days? What about differences?
3. Sign in to [CaliforniaColleges.edu](https://www.californiacolleges.edu), type the keyword “task” into the search feature, and read the article **California Colleges Tips for Using My Tasks**. Do you think you manage your time well? What tips do you want to try? Share your response with an elbow partner.
4. Click on the **My Tasks** icon  located in the top-right corner of your page. Review the **Current Tasks** tab. If there are tasks listed that you have completed, mark them as complete.
5. Think about some of the most important tasks you are working on now. Add them to this list.

### Part III: Reflect

- Go to **My Plan** and then **My Journal**. In the **Academic Journal** section, find **prompt #03**:  
*“How will you manage your time better going forward? How will you prioritize your time? What is most important when considering time management for you?”*
- Respond to the above prompt. Follow your teacher’s instructions if they assign a different prompt.