

STARTER:

***IF YOU WERE GIVEN \$86,400
TO SPEND IN ONE DAY, HOW
WOULD YOU SPEND IT?***

ANSWER ON YOUR WORKSHEET.



YOU CAN'T SAVE IT

YOU CAN'T BORROW IT

YOU CAN'T LEND IT

YOU CAN'T LEAVE IT

YOU CAN'T TAKE IT

YOU CAN ONLY USE IT OR LOSE IT

ANSWER:





COLLEGE & CAREER AWARENESS
TIME MANAGEMENT LESSON
SEPTEMBER 2021

WHERE DID THE TIME GO?

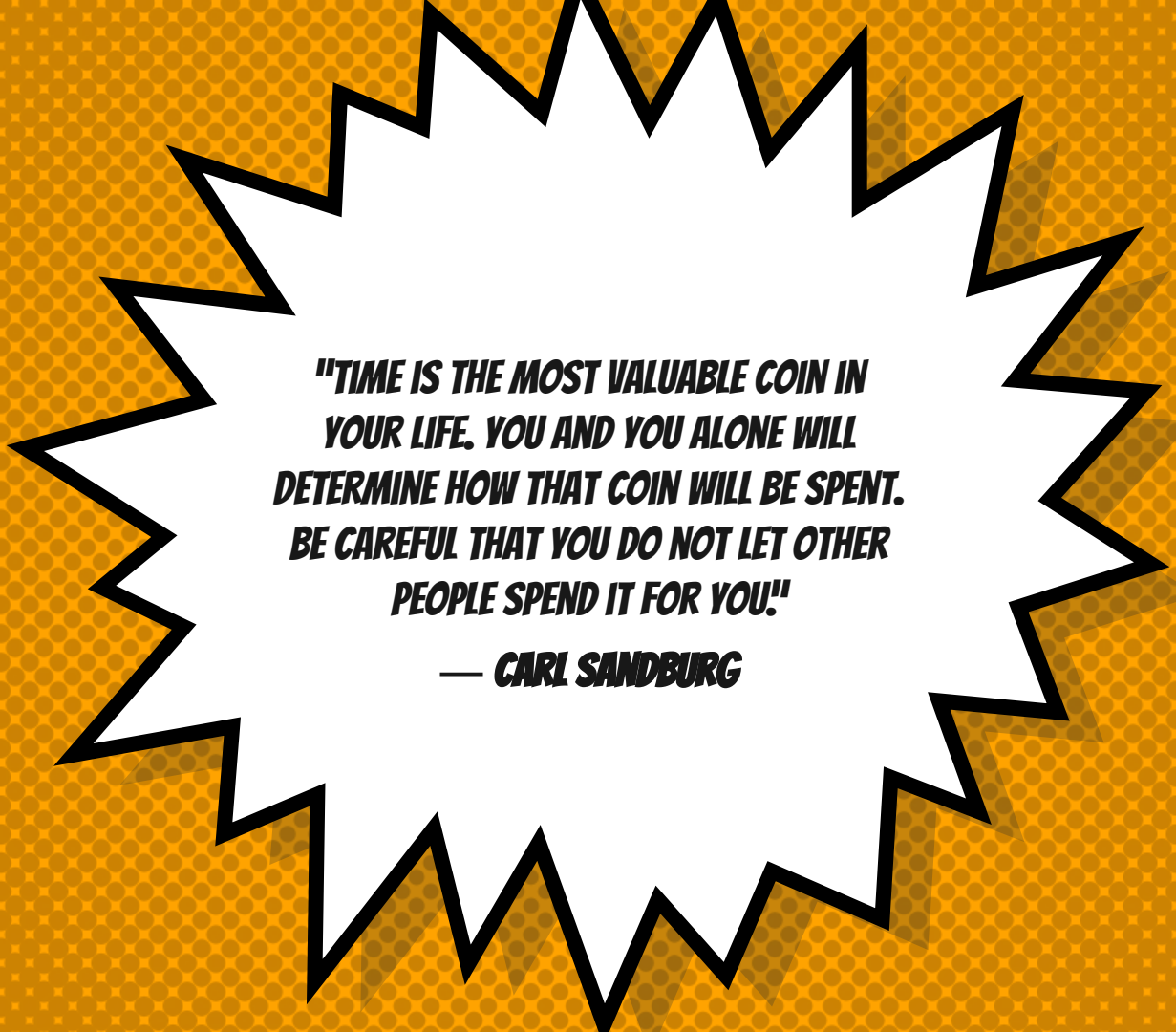
Have you ever asked yourself, "Where did the time go?"

There is SO much going on just in one day!

Now imagine the week, the month, the year...that's a lot of doing.

You have a multitude of responsibilities, values, things you want to do vs things you need to do. And there are times when things just come up out of nowhere.





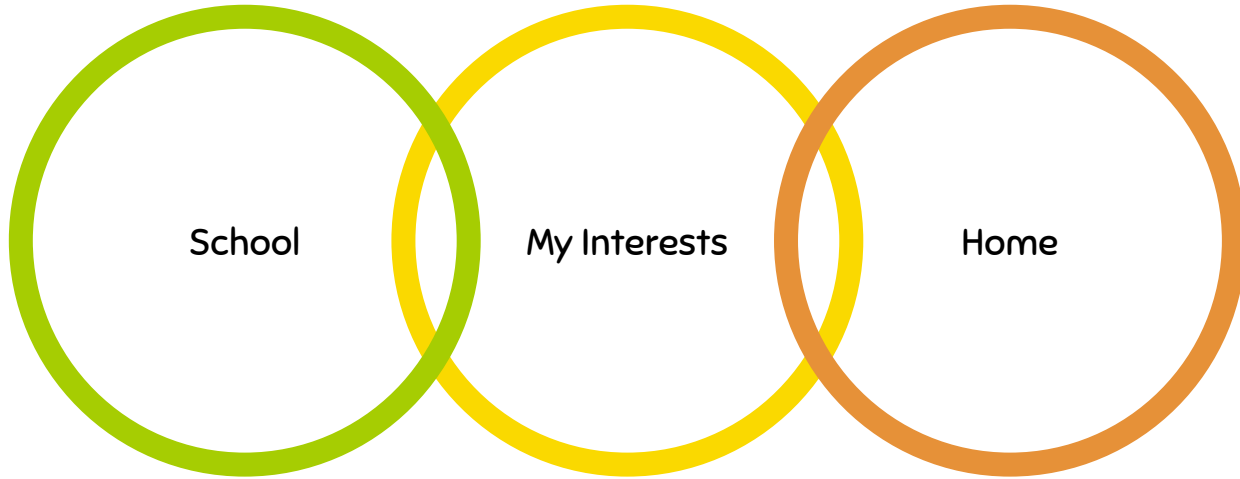
***"TIME IS THE MOST VALUABLE COIN IN
YOUR LIFE. YOU AND YOU ALONE WILL
DETERMINE HOW THAT COIN WILL BE SPENT.
BE CAREFUL THAT YOU DO NOT LET OTHER
PEOPLE SPEND IT FOR YOU!"***

— CARL SANDBURG

?...

***HOW CAN MANAGING
MY TIME HELP ME IN
SCHOOL AND IN LIFE***

I'M GLAD YOU ASKED!





How Many Minutes are in a Year?





525,600





How many *Minutes* are in a *Month*?





43,200 OR 44,640 





How many *Minutes* are in a Day?





1,440





How many Seconds are in a Day?





86,400



HOW DO YOU USE YOUR TIME?



Take a look at the “MY TIME TRACKER”.

Do your best to estimate how you spend your time.

The image features a central digital timer display. The time shown is 3:00, rendered in a large, white, bold, sans-serif font with a black drop shadow. The background of the timer is a vibrant, abstract pattern of overlapping, semi-transparent geometric shapes in shades of yellow, green, blue, and purple. This central display is framed by a thick black border. The entire composition is set against a bright orange background with a fine, repeating pattern of small white dots.

LET'S TALK ABOUT IT



How much time do you spend watching TV? Watching YouTube?

Chatting online with your friends?

Playing games?

How much time do you spend on school work?

Which activities did you plan ahead of time?

What is the most important thing you learned about how you spend your time?

BIG ROCKS, SMALL ROCKS & PEBBLES

Let me show you why
priorities matter

[Video](#)



PRIORITIZE

First: What is due or needs to be done today.

Second: What is due or needs to be done this week.

Third: What do I need to prepare for this month.

PRIORITIES & TIME USAGE

Look on page 2 of your handout. What are your big rocks, small rocks and pebbles priorities?

Use 15 minute increments to answer the questions about how you use your time

How much time do you need for:
sleep, prep,
school, exercise,
studying,
motivation.

HOW DO YOU SCHEDULE YOUR PRIORITIES?



Turn over your initial “MY TIME TRACKER”.
Now let’s schedule your time based on your priorities.

The image features a central digital timer display. The time shown is 3:00, rendered in a large, white, bold, sans-serif font with a black drop shadow. The background of the timer is a vibrant, abstract pattern of overlapping, semi-transparent geometric shapes in shades of yellow, green, blue, and purple. This central display is framed by a solid black border. The entire composition is set against a bright orange background with a fine, repeating pattern of small white dots.

TURN AND SHARE **YOUR TURN**



What is one difference between your first time tracker and your second?

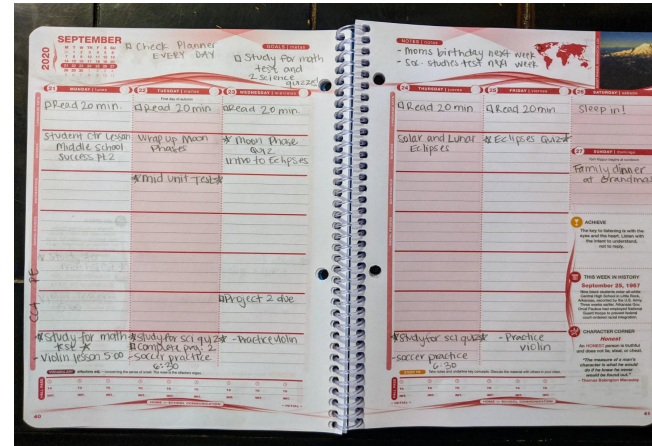
What surprised you about how you spend your time?

What is one way you could improve your time management?

HOW DO WE STAY ON SCHEDULE? GET ORGANIZED!

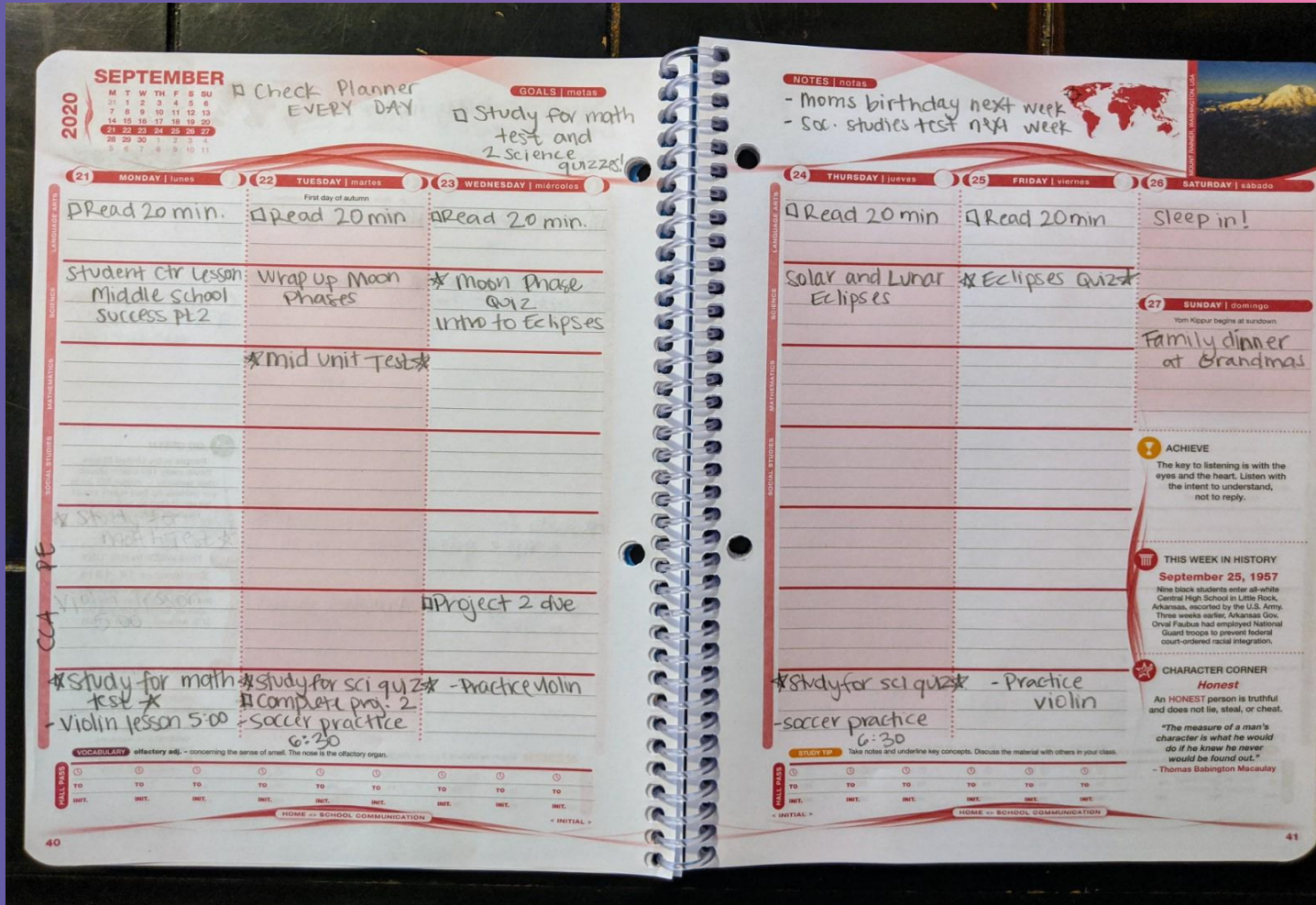
Planner

Use your Student planner to keep track of your assignments, clubs, sports, and due dates for big projects or tests.



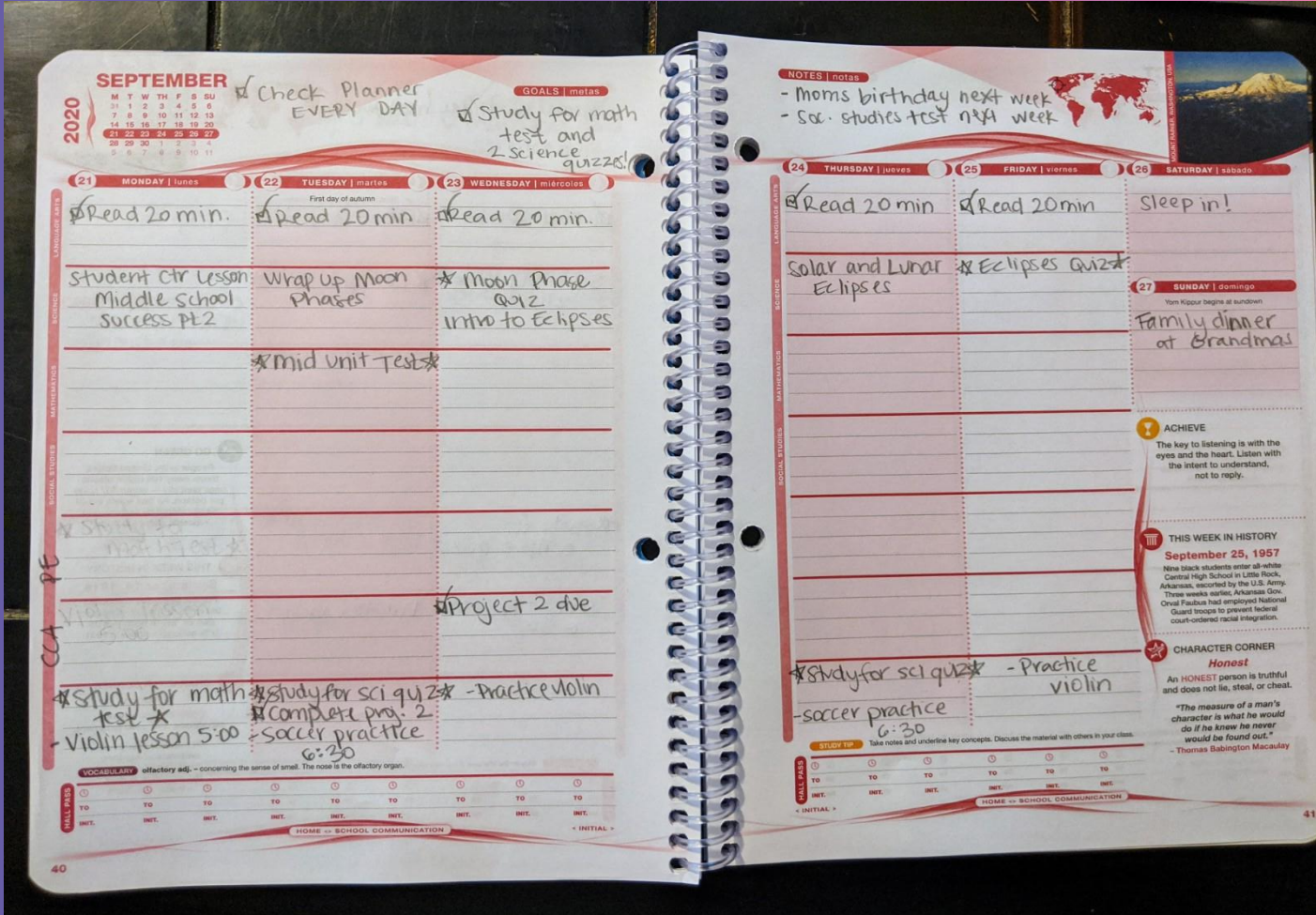
Planner Tips

- Record goals and important things to remember
- Star or circle priorities like tests or projects
- Use checkboxes for things you must complete
- Write in your elective classes



Planner Tips

- Add activities and priorities you are scheduled to do after school
- Make time before tests and projects to study and complete tasks
- Check your planner at the same time everyday!



Planner Tips

- Highlight tests and study plans in one color
- Highlight homework and things you must do in another color
- Check your planner at the same time everyday!

SEPT. - OCT.

2020

Study
math test on Tues.
sci test on Weds. + Fri

GOALS | metas
Planner EVERY DAY

28 MONDAY | lunes
Read 20
Student center Lesson Middle School Success Pt 2

29 TUESDAY | martes
Read 20
Wrap up moon Phases
Mid unit test

30 WEDNESDAY | miércoles
Read 20
Moon Phase Quiz
Intro to Eclipses
Project 2 due

STAY FOR MATH
VIOLIN 5:00

STUDY FOR SCI QUIZ
COMPLETE PROJ. 2
SOCCER 6:30

STUDY FOR SCI QUIZ
PRACTICE VIOLIN
SOCCER 6:30

NOTES | notas
Mom's birthday
social studies test on Tues.

1 THURSDAY | jueves
Read 20
Solar and Lunar Eclipses

2 FRIDAY | viernes
Read 20
Eclipses Quiz

3 SATURDAY | sábado
Sleep in!

4 SUNDAY | domingo
Family dinner at Grandmas

HEALTH
Foods containing high-fructose corn syrup contain excess calories from sugar. Try eating fresh fruit instead.

THIS WEEK IN HISTORY
October 2, 1967
Thurgood Marshall becomes the first African American justice of the U.S. Supreme Court.

CHARACTER CORNER
Humble
HUMBLE people are not too proud and recognize their own faults.
"Be humble, for the worst thing in the world is of the same stuff as you; be confident, for the stars are of the same stuff as you."
- Nikolai Velimirovic

VOCABULARY
trajectory n. -- path taken by a projectile. The trajectory of her three-point shot was right on target.

CHALLENGE
Get actively involved with the text as you read. Ask yourself, "What is important to remember about this section?"

HOME ↔ SCHOOL COMMUNICATION

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Tues. Weds. + Fri.

GOALS | metas
Planner EVERY DAY

30 WEDNESDAY | miércoles

Read 20

Moon Phase Quiz

Intro to Eclipses

Project 2 due

for math
5:00

study for sci quiz
complete proj. 2
soccer 6:30

Practice violin

trajectory n. - path taken by a projectile. The trajectory of her three-point shot was right on target.

TO	TO	TO	TO	TO	TO	TO	TO
INIT.	INIT.	INIT.	INIT.	INIT.	INIT.	INIT.	INIT.

HOME ↔ SCHOOL COMMUNICATION < INITIAL >

2020 SEPTEMBER

Check Planner Every Day!

GOALS | metas

*STUDY for math test and science quiz

14 MONDAY | lunes

15 TUESDAY | martes

16 WEDNESDAY | miércoles

Read 20 min. Read 20 min. Read 20 min.

Student Ctr. Lesson: Middle School Success Pt. 2

Wrap up moon Phases

Moon Phase Quiz Intro to Eclipses

Mid Unit Tests

Study for math test

Study for science quiz

Violin lesson 5:00

Soccer Practice 6:30

Practice violin

VOCABULARY hapless adj. - unfortunate. This hapless creature had never known any pleasure.

TO	TO	TO	TO	TO	TO	TO	TO
INIT.	INIT.	INIT.	INIT.	INIT.	INIT.	INIT.	INIT.

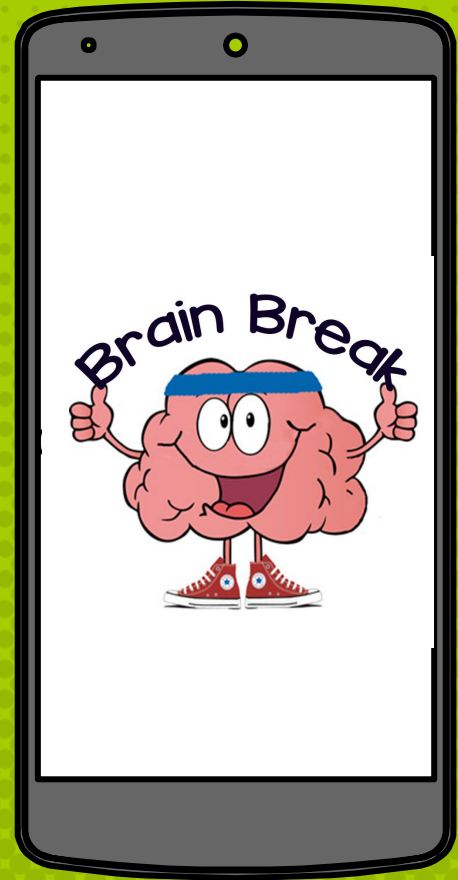
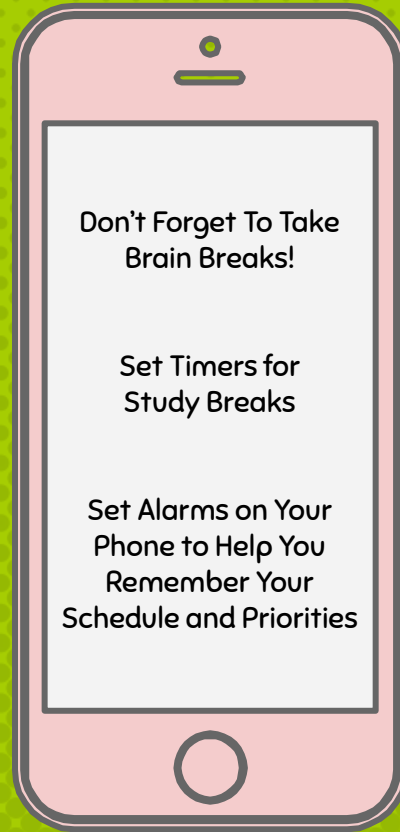
HOME ↔ SCHOOL COMMUNICATION < INITIAL >

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ORGANIZER TECH. TIPS

Alarms & Timers

Both Apple and Android phones come with a place where you can set alarms or a timer. Try doing work in 30 minute intervals and then take a 5-10 minute break and then do another 30 minutes of work and repeat until you're done!



QUESTIONS?

THANKS!