

This activity will help students explore their time management and organizational skills. Complete each section by following the instructions below.

Teacher Led	X	Requires Computer	*	Requires myBlueprint.ca	*
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*NOTE: Extension activity requires myBlueprint.ca

LEARNING GOALS:

Students will identify current time management strategies used and identify new strategies that can be used to improve overall personal organization skills.

MATERIALS:

- Writing tools
- **Handout [A] - My Time Management Skills**
- **Handout [B] - Time Tracker: Planning an Ideal Way to Spend Your Time**
- **Handout [C] - Reflection Questions**
- Peer Evaluation Rubric

INSTRUCTIONS:

1. Provide students with the **Handout [A] - My Time Management Skills** to complete individually
2. After students answer the questions, discuss their strengths and weaknesses as a class
3. After discussion, provide students with the **Handout [B] - Time Tracker** and **Handout [C] - Reflection Questions** to complete individually

**** See below for the *Peer Evaluation Rubric* – to be completed last.**

Peer Evaluation Rubric

Name of Evaluator: _____

Name of Student: _____

CATEGORY	Level 4 (80 – 100%)	Level 3 (70 – 79%)	Level 2 (60 – 69%)	Level 1 (50 – 59%)
Content (/5)	Writer goes above and beyond in the amount of detail in answers. Ideas are clear and easy to understand.	Writer provides average amount of detail in answers. Ideas are fairly clear and easy to understand.	Writer provides some detail in answers. Ideas are not very clear and somewhat difficult to understand.	Writer provides limited detail in answers. Ideas are not clear and cannot be understood.
Understanding (/5)	Writer has a clear and detailed understanding of their own abilities and is able to explain them with ease.	Writer proves to have an understanding of their own abilities and is almost always able to explain with ease.	Writer has some understanding of their own abilities and explains them with some difficulty.	Writer has limited understanding of their own abilities and has great difficulty explaining them.
Application (/5)	Writer is able to make a strong connection between their abilities and how they will impact their life.	Writer makes a connection between their abilities and how they will impact their life.	Writer makes some connections between their abilities and how they will impact their life.	Writer makes limited connections between their abilities and how they will impact their life.
Grammar & spelling (conventions) (/5)	Writer makes no errors in grammar or spelling.	Writer makes 1-2 errors in grammar and/or spelling.	Writer makes 3-4 errors in grammar and/or spelling	Writer makes more than 4 errors in grammar and/or spelling.

/20

Evaluator Comments:

HANDOUT [A] - MY TIME MANAGEMENT SKILLS

Take some time to reflect and answer the questions below:

1. Do you think you have “good” time management skills? What are you good at?

2. What’s working?

- A. I can always find my _____
- B. No matter how busy I get, I always find time for _____
- C. Do your time management skills need improvement? _____
- D. My goals are well defined when it comes to _____

3. Reflect back on how you spent the last five days. Do you think you spent your time “wisely”? Why or why not? Support your answers with specific examples.

4. What’s not working?

- A. I can never find my _____
- B. I have no place to put my _____
- C. I don’t have enough time for _____
- D. I procrastinate whenever I have to _____

5. Are there activities/tasks that you should have completed in the last five days that you did not complete? If so, why did you not complete these activities/tasks?

6. Are there activities/tasks that you completed in the last five days that you are proud of? If so, was it easy or difficult to find the time to complete these activities/tasks?

BRAINSTORM BELOW: What is important to you for growing as a person/student/family member/friend/etc.

HANDOUT [B]: TIME TRACKER – PLANNING AN IDEAL WAY TO SPEND YOUR TIME

TRACK your five-day schedule in the chart below. Your goal is to make optimal use of your time to attain all your daily activities/tasks. Include exercise, healthy eating times, socialization, academic excellence and leisure time. Try to add in some positive things you have been trying to get to or want to improve upon. Feel free to "split a box for more accurate tracking.

	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
5am – 6am					
6am – 7am					
7am – 8am					
8am – 9am					
9am – 10am					
10am–11am					
12pm – 1pm					
1pm – 2pm					
2pm – 3pm					

3pm – 4pm					
4pm – 5pm					
5pm – 6pm					
6pm – 7pm					
7pm – 8pm					
8pm – 9pm					
9pm – 10pm					
10pm-11pm					
11pm-12am					

FUN STATS:

How many hours at school work: _____

How many hours in front of a screen? (include and track school) _____

How many hours being active? _____ (include PE)

HANDOUT [C] - REFLECTION QUESTIONS

1. Is this schedule very different from An "ideal" schedule? How could it be different?

2. What organization skills could help you stay better on track OR what ones are you using to stay on track?

INSTRUCTIONS:

1. Visit www.myBlueprint.ca, and enter your email and password to log in.
2. In the left hand navigation menu, click **Home**.
3. On the homepage, click the fourth tab that indicates **Portfolios**.
4. Create the portfolio **TIME MANAGMENT**.
5. Once you are in your desired portfolio, click the **Add Box** button on right hand side of your screen and select **Add Media**.
6. Take or upload a picture of your work and also submit it to Mr. Wardman in hardcopy, including peer rubric. You may need to take several pictures.