

Time management skills for vocational success

Task sheet 1 – Time management

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| Name of the creator of the material | BUSOLA Association - Hubert Skrzynski |
| Title of the lesson plan / task sheet | Time management skills for vocational success |
| Targeted 21 st century skill | Flexibility and adaptability |
| Brief description of the competences the students will learn (including, for example, which scientific theory is based on) | <ul style="list-style-type: none"> - students will learn how to identify and prioritize tasks based on their importance and urgency, enabling them to focus on what matters most, - students will develop the ability to break down larger projects into smaller, manageable tasks, making complex goals more attainable, - students will become proficient in estimating how long tasks take, which aids in better time planning, - students may become familiar with this time management method to increase focus and productivity during short, intense work periods. |
| Specialty/target GROUP (if applicable) | Adults who are out of the job market, who have been idle (work-wise) for some time and who have problems with understanding the importance of time optimization and prioritization of tasks. |
| Learning outcome(s) for the vocational profession | Students will be able to identify and prioritize tasks in their vocational field based on importance and deadlines, ensuring that critical tasks are addressed first. Students will gain competence in breaking down large projects or tasks into manageable components, facilitating the successful completion of complex projects. Students will develop the ability to overcome obstacles and find solutions when faced with work-related challenges. Students will demonstrate the capability to adapt to changes, shifts in priorities, and new requirements within their vocational field. |
| Tools needed for this lesson plan/ task sheet (if applicable) | <p>To conduct time management exercises in a vocational or educational setting, you'll need various tools and resources to help students develop and practice their time management skills effectively. Depending on where this task is to be implemented, here are some example tools and resources:</p> <ol style="list-style-type: none"> 1. Calendars and planners - physical or digital calendars and planners are fundamental for scheduling and organizing tasks and deadlines. 2. Time management Apps - various time management apps and software that are available to help students plan their schedules, set reminders, and track their time usage. 3. Task management tools - tools like to-do lists, task boards, or project management software can assist in task organization and prioritization. 4. Sample Schedules - provide sample daily or weekly schedules to demonstrate effective time management strategies. 5. Case Studies - real-life examples of time management success stories or challenges in the specific vocational field can be used for analysis and discussion. |

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| | <p>6. Role-Playing Scenarios - create role-playing exercises that simulate real vocational situations, allowing students to practice time management in a practical context.</p> |
| Approximate time to complete the task | <p>60-120 min; preferably split into more than one session so that students have a chance to get into routine. If you find out that there are too many ideas to implement during the class within the given time slot, you can obviously have more than two separate classes on time management.</p> |
| Suggested more comprehensive methodical guide for doing / carrying out the task (for the teacher or student) | <p>Clearly define the learning objectives and outcomes for the time management exercise. What specific skills and competencies do you want students to acquire? Start by assessing students' current time management skills and awareness. This can be done through surveys, self-assessment quizzes, or discussions. Begin with an overview of time management principles, concepts, and strategies. This may include topics like prioritization, goal setting, and various time management techniques. Introduce the tools and resources that students will use throughout the exercise. This includes calendars, planners, time management apps, and any other relevant materials. Guide students in setting clear, specific, and achievable goals related to their vocational tasks. Have them break down larger goals into smaller, actionable steps.</p> |
| - Warming up | <ol style="list-style-type: none"> 1. Begin by introducing the topic and its relevance to the students' vocational success. 2. Discuss the importance of time management in their chosen field. 3. Share the learning objectives and outcomes for the lesson. |
| - Explanation for the students at the start | <p>Conduct a brief self-assessment or discussion to gauge students' current time management skills. Ask students to share their experiences and challenges related to time management in a vocational field.</p> |
| - Task description for the students | <p>Here is a list of tasks that students will do during this lesson. You do not have to use them all. You may select some of them. Just make sure, your students understand what to do. You can also split these tasks into more than one lesson.</p> <p>1. Prioritization exercise: - Task: give students a list of job-related tasks. Their job is to categorize them based on importance and urgency using the Eisenhower Matrix (see extra resources). Identify the "urgent and important," "important but not urgent," "urgent but not important," and "neither urgent nor important" tasks.</p> <p>2. Scheduling challenge: - Task: Imagine you have a week of vocational tasks. Create a weekly schedule that includes work-related</p> |

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| | <p>commitments, personal time, and leisure activities. Ensure you allocate sufficient time to each task.</p> <p>3. Goal setting and planning:</p> <ul style="list-style-type: none">- Task: Select a vocational goal you want to achieve and break it down into smaller, actionable steps. Create a plan outlining the tasks, deadlines, and resources needed to reach this goal. <p>4. Time tracking activity:</p> <ul style="list-style-type: none">- Task: Use a time tracking app to monitor how you spend your time during a specific day. Analyze the results to identify time wasters and areas for improvement. <p>5. Scenario analysis:</p> <ul style="list-style-type: none">- Task: Analyze a real or hypothetical vocational scenario. Determine the best time management strategies to handle the situation effectively. Discuss your findings with your peers. <p>6. Group project planning:</p> <ul style="list-style-type: none">- Task: In groups, you will receive a vocational project. Collaboratively create a project plan that includes task allocation, deadlines, and time management strategies for successful completion. <p>7. Time management tools exploration:</p> <ul style="list-style-type: none">- Task: Explore time management tools such as digital calendars, planners, or time management apps. Select one that suits your needs, set up a basic schedule, and present your choice to the class. <p>8. Real world application:</p> <ul style="list-style-type: none">- Task: Share your personal or professional experiences related to time management, whether it's handling work responsibilities, meeting deadlines, or balancing work and personal life. |
| <p>- Additional activities for the students</p> | <p>As some extra activities you may want to create a time management board game or online simulation that challenges students to make decisions about allocating time to various tasks and achieving goals within a limited timeframe.</p> <p>You can also pair students and have them conduct a time audit on each other for a day. They can track and analyze how their partner spends their time and provide feedback and suggestions for improvement.</p> <p>Develop some role-playing scenarios that mirror real vocational situations. Assign students different roles and challenges, and have them practice time management in a practical context.</p> <p>Create weekly time management challenges for students to complete. For example, challenge them to eliminate a specific time-wasting habit for a week.</p> <p>Have students watch and analyze TED Talks or similar talks on time management and productivity. They can discuss the key takeaways and lessons from these talks.</p> <p>Assign a time management book for students to read, and hold a book club discussion where they share insights and takeaways from the book.</p> |

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| | <p>These additional activities provide students with opportunities to practice time management in diverse and engaging ways, promoting a deeper understanding of the principles and practical applications in their vocational contexts. You can select activities that best align with your lesson objectives and the interests of your students.</p> |
| <p>- Extra resources for learners</p> | <p>https://timemanagementninja.com/</p> <p>https://www.coursera.org/courses?query=time%20management</p> <p>https://www.youtube.com/watch?v=mNBmG24djoY</p> <p>https://www.goodsignals.com/wp-content/uploads/2021/09/Eisenhower-Matrix.pdf</p> |
| <p>- Self-reflection for students</p> | <p>Ask students to reflect on what they've learned during the lesson.</p> <p>Discuss challenges they may face when implementing time management in their field and possible solutions.</p> |
| <p>- Feedback on the solution (if applicable) / Possibility to check</p> | <p>Allocate some time in class for open discussions where students can share their thoughts, suggestions, and concerns about the course and teaching methods.</p> <p>Ask students to provide brief feedback at the end of the class. These can be in the form of one or two questions that they respond to before leaving.</p> <p>Encourage students to provide constructive feedback to their peers through peer review assignments. This not only gives you insight but also fosters a culture of feedback in the class.</p> <p>Ask students to submit written reflections at any given point, sharing what they find most valuable, what can be improved, and their suggestions.</p> |
| <p>License information (if we have a general one on the website, it is not necessary separately for each educational material)</p> | <p>None</p> |