



High School

National FFA Organization

Lesson HS.43

STRATEGIES FOR EFFICIENT TIME USE

Unit. Stage One of Development—ME

Problem Area. How Do I Begin to Grow.

Precepts. I4 Balance personal and professional responsibilities.

National Standards. NSS-EC.9-12.1 — Productive Resources — Under stand choices made by individuals, forms, or government officials have long run unintended consequences that can partially or entirely off set the initial effects of the decision .



Student Learning Objectives. As a result of this lesson, the student will ...

- 1 Define efficient time use.
- 2 Identify strategies for efficient time use in accomplishing a goal.
- 3 Develop a plan for efficient time use for multiple activities.



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Time. Instruction time for this lesson: 50 minutes.



Resources

Blanchard, K. & Johnson, S. *The One Minute Manager*. New York, New York. Berkley Books, 1981.

Covey, S.R., et al. *First Things First*. New York, New York. Simon & Schuster, 1994.

Merriam-Webster's Collegiate Dictionary, 10th ed. Springfield, Massachusetts. Merriam-Webster, 2001.



Tools, Equipment, and Supplies

- ✓ Writing Surface
- ✓ Overhead Projector
- ✓ Transparencies HS.43.TM.A–D
- ✓ 1 Copy per student of HS.43.Assess
- ✓ 3 Copies per student of Activity Sheet HS.43.AS.A
- ✓ 1 Copy per student of Activity Sheer HS.43.AS.B



Key Terms. The following terms are presented in this lesson and appear in bold

- ▶ Italics:
- ▶ Delegate
- ▶ Efficient
- ▶ Efficient Time Use



Interest Approach



Raise your hand if you have ever run short of time. Today, we will discuss how to efficiently use our time. It will require you to evaluate our current time management habits and reflect on ways to improve .

Break the class into small groups of four to five students. Give the following instructions:



A man from China has come to our country to learn how to make peanut butter and jelly sandwiches. He wishes to take this information back to China and start a chain of fast food restaurants. He has asked each of our groups to prepare a specific list of steps to create a peanut butter and jelly sandwich, including the amount of time required for each step. Take a few minutes to do this

Allow students no more than 5 minutes to complete this activity. Pose the following questions to summarize this activity.



 Why do you think this man needed such a specific list, including time required ?

Possible answers include: to budget his time, to know how much it will cost, to know how many people he will need to hire, etc.

 Are there activities in your life that would be easier if you had a list of everything to do and the required amount of time?

Anticipated answer: yes.

 Name a few.

Possible answers could include: homework, SAE projects, jobs, tests, etc.

 Great, let's take a look at how we can work on using our time more efficiently.

SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1. Define efficient time use.

 It would be nice to have all the time in the world to focus on the activities that we feel are important to us. However, we all know that our day is divided up into completing many tasks that are required of us. Many times we may find it difficult to complete all of our required tasks. How many of you find yourself not using the free time you have very efficiently? What are some of the factors that cause us not to use our time efficiently? Let's take a look at what it means to be efficient. Please capture the following information in your notebooks :

Using the writing surface or HS.43.TM.A, have students copy the following definitions into their notebooks.

I. **Efficient** : is defined as being productive or producing the desired effect. Therefore, **efficient time use** : is managing time to be productive.

Use a Me-You-Us Moment to have students think of a time that they used exceptionally good time management skills, tell it to a partner, and then share with the class.

Review this content with a Choral Response Moment.

Objective 2. Identify strategies for efficient time use in accomplishing a goal.





We have been able to define what efficient time management is but how will we apply this information to our daily lives. How can this information help us become better at using the time we have to complete all of the tasks we're involved in. In order to do this we will need to think, record a few notes, and be creative as we begin to manage our time efficiently.

Instruct students to take out a clean sheet of paper and create a list of every activity they need to accomplish by the end of the week. Note—a longer period may be used if you determine it is needed. Once their list is completed, have them set it aside for now.

Next, write the following on the writing surface, or use HS.43.TM.B and HS.43.TM.C. Have students copy the information into their notes.

II. Strategies for efficient time use.

- A. Set Goals. This allows you to know what needs to be done.
- B. Keep a prioritized To-Do list. Once goals are set, develop a To-Do list that will provide the steps necessary to reach the goals. Once the To-Do list is created, prioritize the list using the following code.
 - 1. A—Very Important
 - 2. B—Important
 - 3. C—Not Important
- C. Allocate time by keeping a planner or calendar. Once your To-Do list is complete, you can set dates to achieve each item. You can also schedule meetings and other things that are necessary. Keeping a planner or calendar also prevents you from scheduling two things at the same time or scheduling too many things during a day.
- D. Be Realistic. Don't schedule too much or create a schedule that is too demanding. It is better to set small, incremental goals that are achievable than it is to set goals that are too hard.

Distribute Activity Sheet HS.43.AS.A. Instruct students to select one of the things they identified earlier and write it in the appropriate place on the activity sheet. Note—be sure students select an activity that has sufficient depth. For example, returning a library book does not have sufficient depth, but completing a book report does. Walk around the room and assist students with their lists.



Now that we have our goal to complete by the end of the week, create a To-Do list that encompasses all the steps to complete the goal.

Circulate throughout the room to assist students.



Let's prioritize our list using the code on the activity sheet. Once we have completed that, use the calendar on the bottom of the sheet to schedule when we will work on each step.

If time permits, allow a few students to share their plans.

Review these strategies using a Choral Response Moment.



Objective 3. Develop a plan for efficient time use for multiple activities.



We have just worked on a plan to help efficiently use our time to complete a specific activity. How do we apply this to our everyday life? We will need to evaluate what we have to do and what is important to us and use the skills we have learned to manage our time for efficiently as we work to complete goals. Let's review and capture the following skills needed to complete a plan to use our time more efficiently in our notebooks.

On the writing surface or using HS.43.TM.D, provide the following information for students to copy into their notes

III. Developing a plan for efficient time use.

- A. Plan each activity by
 - 1. Setting goals
 - 2. Creating To-Do lists
 - 3. Creating a calendar
- B. Organize your activities. Organize to avoid wasted time in between activities and appointments.
- C. Delegate items and activities that others can accomplish.
 - 1. *Delegate* means to assign tasks to other people to complete.
 - 2. This will give you more time to work on things that only you can accomplish.

Once students have copied the information, say the following:



Let's go back and look at the Activity Sheet we used earlier. We have just completed this activity to help make a specific task more efficient. Let's pick two more activities that we identified earlier and complete one sheet for each. This will help us develop an action plan to use the time we have more efficiently.

Pass out two more copies of Activity Sheet HS.43.AS.A to each student.

Give students sufficient time to complete activity sheets, and then distribute a copy of HS.43.AS.B to each student. Instruct them to transfer the information from the three sheets on to HS.43.AS.B. Walk around the classroom to assist students.

If time permits, allow a few students to share their sheets with the class.

Review this information using a Voice Modulator Moment.



Review/Summary

Read each objective of this lesson to the class to reinforce what each student is expected to learn from this lesson. Specific content can be reviewed using the Eye Witness News Moment.



Application



► **Extended Classroom Activity:**

Take 5 minutes of the beginning of each class period to continue the weekly planning for an extended period of time.

► **FFA Activity:**

Apply these principles to planning FFA activities, such as preparing for a CDE.

► **SAE Activity:**

Apply these principles to planning SAE activities, such as preparing an animal for show.

✓ **Evaluation**

HS.43.Assess can be used to evaluate Objectives 1, 2, and 3

Answers to Assessment:

1. Managing time to be productive or produced the desired effect.
2. Set goals, keep a prioritized To-Do list, keep a planner or calendar, and be realistic.
3. You must organize the activities to minimize wasted time and be willing to delegate things that others can do.



STRATEGIES FOR EFFICIENT TIME USE

1. Define efficient time use.
2. List four strategies for efficient time use in accomplishing a goal.
3. How is planning for multiple activities different than planning for a single activity.



DEFINITIONS

◆ Efficient—being productive or producing the desired effect

◆ Efficient Time Use—managing time to be productive



STRATEGIES FOR EFFICIENT TIME USE IN ACHIEVING A GOAL

- ◆ **Set Goals**
- ◆ **Keep a prioritized To-Do list**
- ◆ **Keep a planner or calendar**
- ◆ **Be Realistic**



TO-DO LIST PRIORITY CODES

◆ **A—Very Important**

◆ **B—Important**

◆ **C—Not Important**



DEVELOPING A PLAN FOR EFFICIENT TIME USE FOR MULTIPLE ACTIVITIES

◆ For each activity

➔ Set Goals

➔ To-Do list

➔ Calendar

◆ Organize your activities

◆ Delegate



GOAL PLANNING SHEET

Goal(What do you want to do?):			
To-Do List(steps):	Priority Code	Due Date	Completed(Y or N)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
Priority Codes: A—Very Important, B—Important, C—Not Important			
Calendar			
Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Notes:



WEEKLY PLANNER

Goals: 1. 2.			
To-Do List:	Priority Code	Due Date	Completed(Y or N)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
Priority Codes: A—Very Important, B—Important, C—Not Important			

Calendar			
Monday	Tuesday	Wednesday	Thursday
Friday	Saturday	Sunday	Notes:



