



“Soft” Skills Integration

Time Management: Are There Enough Dollars in the Day?

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STUDENT LEARNING OBJECTIVES:

After completing these activities, students will...

1. Recognize the importance of effective time management.
2. Demonstrate time management skills.

TIME REQUIRED: 30 minutes

RESOURCES:

1. FFA.org

EQUIPMENT AND SUPPLIES NEEDED:

1. Piece of paper and writing utensil
2. Calculator

SUGGESTED USE:

Incorporate any of these activities into the class curriculum before and during the following:

1. Team-building activities
2. Collaborative or group projects
3. Icebreaker activity
4. Communication activities

THESE ACTIVITIES ARE ALIGNED TO THE FOLLOWING STANDARDS:

FFA Precept

- FFA.CS-M.Communication: Effectively interact with others in personal and professional settings.
- FFA.CS-N.Decision Making: Analyze a situation and execute an appropriate course of action.

Common Core - Language

- CCSS.ELA-LITERACY.L.9-10.6 Acquire and use accurately general academic and domain-specific words and phrases, sufficient for reading, writing, speaking, and listening at the college and career readiness level; demonstrate independence in gathering vocabulary knowledge when considering a word or phrase important to comprehension or expression.

Next Generation Science Standards

- HS-ETS1-3 Evaluate a solution to a complex real-world problem based on prioritized criteria and trade-offs that account for a range of constraints, including cost, safety, reliability, and aesthetics as well as possible social, cultural, and environmental impacts.

AFNR Career Ready Practices

- CRP.01. Act as a responsible and contributing citizen and employee. Career-ready individuals understand the obligations and responsibilities of being a member of a community, and they demonstrate this understanding every day through their interactions with others.
- CRP.04. Communicate clearly, effectively, and with reason. Career-ready individuals communicate thoughts, ideas and action plans with clarity, whether using written, verbal and/or visual methods.

Partnership for 21st Century Skills

- Collaboration
- Communication
- Social and Cross-Cultural Skills
- Work Creatively with Others

ACTIVITY:

Introduction: As professionals in the workplace, it is important to manage time effectively and be able to plan accordingly. Oftentimes, we can get caught up doing things that we never intended due to procrastination or other reasons. What if each day was equal to \$86,400 (1 second = one dollar)? Would we still be willing to spend the time that we do on the things in our day? How might we rearrange our day to get the most “bang for our buck?” The following activities will help students plan out their day and manage their time in the most effective manner.

Students, what if I gave you \$86,400 as a budget for your day? You may not have any money left over and all of your time must be paid for; you may also not spend more than the budget allows each day. We will do this together through the following activity.

➤ *Activity #1: Scheduling Time*

- a. Have the students design their average day on a piece of paper. This should include everything from waking up to sleeping within a 24-hour time period.
- b. Have the students estimate the number of minutes they spend during each activity.
- c. Have the students convert those minutes to seconds by using simple math or a calculator.
- d. After the conversion, have students pretend that each second is worth one dollar that is spent out of their bank.
- e. Have each student assess if they are spending their “dollars” wisely or not and prepare for a class discussion.

➤ *Activity #2: Conversations*

- a. Have the students compare their schedules.
- b. Ask the following questions:
 - i. Who felt like they were spending their dollars unwisely?
 - ii. Who didn’t have enough dollars to cover their day?
 - iii. Where are places that could be rearranged to better serve your time?
 - iv. What other factors are important in time management?
 - v. If each second really was a dollar, do you feel as if you are spending your money wisely? Why or why not?

Leveling Up: To add another dimension to the activities, have the students get into partnered groups and look over one another’s schedules. Have them assess how they think their classmate is utilizing their time and discuss ways to be more efficient.

Conclusion: The time that we have each day is precious and should be treated carefully. How can we ensure that we are utilizing all of our time effectively and efficiently? Time management is key when we are working toward our future.

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