

NEW MEXICO 4-H

Aggie Next Step

Time Management



Post Secondary Pathways



Newt McCarty, State 4-H Agent and Chelsey Juenemann, Education Specialist



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Managing Time

INTRODUCTION

Time is the one resource we all share equally – 24 hours a day. How we prioritize and manage those hours determines our success. In this lesson, participants will learn tips for balancing responsibilities, identifying time-wasters, and using strategies to meet goals while enjoying free time.

SET UP

Review lesson materials and determine which worksheets and handouts you will use for the lesson. Print enough pre/post assessments, worksheets, and handouts for each participant.

ACTIVITY

1. Have participants complete the *Pre-assessment*.
2. Begin with a group discussion:
Q: What takes up most of your time each week?
Q: Do you feel in control of your schedule? Why or why not?
3. Distribute the *Time Management Questionnaire*. Participants need to complete the questionnaire individually to assess their time management habits.
4. Distribute *Where Does the Time Go?* Instruct participants to calculate how they currently spend their **168** hours each week. (Use the example as a guide, if needed.)
5. Reflect: *What surprised you? What would you change?*
6. Introduce the *Time Management Strategies* handout and demonstrate the *Time Use Log* and model a sample entry.
6. Guide students through reflection prompts to identify time-wasting habits and possible improvements. (This can be used as a group discussion)
7. Distribute the *Planning Your Study Time* handout review with participants. Encourage participants to choose one strategy to try this week and reflect on it at the bottom of the page.

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OUTCOMES

Students will be able to:

- **Assess** current time management habits.
- **Calculate** weekly time use and spot areas to improve.
- **Apply** strategies to prioritize tasks and reduce time-wasters.
- **Create** a balanced weekly schedule.
- **Commit** to one tool or strategy for improvement.



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7. Distribute the *Master Weekly Schedule* and allow participants time to complete by identifying fixed commitments and open blocks. If time is short, this can be assigned as homework.
8. *Exit Ticket* – depending on time, this can be done as a class discussion, or students can complete the worksheet in class, as homework, or the following class.
- 9. Have participants complete *Post-assessment*.**

WRAP UP

Managing your time well is about balance, not doing everything. By prioritizing what matters, planning effectively, and reducing time-wasters, you can lower stress, stay focused, and create space for both success and enjoyment in life.





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RESOURCES

NM Standards:

NM PED Standards: Career and Technical Education (CTE):

CTE 2.1.1: Select and employ appropriate reading and communication strategies

CTE 2.1.6: Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences

CTE 3.1.1: Employ critical thinking skills independently and in teams to solve problems and make decisions

CTE 9.1.1: Identify and demonstrate the use of positive work behaviors and personal qualities needed to be employable

CTE 9.2.3: Identify and exhibit traits for retaining employment

CTE 10.1.2 Employ planning and time management skills and tools to enhance results and complete work tasks

Common Career Technical Core (CCTC) Standards: Career Ready Practices (CRP):

CRP-10: Plan education and career path aligned to personal goals

Optional ELA Alignments (Grades 6-12):

SL1: Participate in a range of conversations

RI1: Read closely to determine what the text says explicitly

RI10: Read and comprehend literary and informational texts

Video Resources:

Exploring High School

The Jar of Life – Put the Important Things First (2:36)

<https://www.youtube.com/watch?v=m0hqBIugr7I>

Put Your Big Rocks in First (2:07)

<https://www.youtube.com/watch?v=sCcxyU5CRYU>

Time Management Hack: Weekly Time Budget Sheet (2:54)

<https://www.youtube.com/watch?v=aoBmP9pJnA8>

Rocks, Pebbles and Sand Story (1:54)

<https://www.youtube.com/watch?v=v5ZvL4as2y0>