

TIME MANAGEMENT

Time management skills can help to reduce or even eliminate stress. Good time management skills will make you more productive, helping you to meet your deadlines and lowering your stress levels.



This is one of those short time management training activities, which gives participants the opportunity to reflect on how they use their time.

This task is better for participants to do individually at first and then discuss in pairs.

What You Will Need to Provide

This time management training task is very easy to organize. You will not need to provide anything, apart from pen and paper, unless the participants have already brought their own.

Time Management Task Instructions

1. Ask participants to work individually for this task at first.
2. Ask each participant to jot down, on a piece of paper, 5 things they accomplished yesterday. It does not matter how big or small. It can be anything from taking the dog for a walk to closing a school assignment.
3. Ask each participant to write down one wasteful thing they did. Wasteful means unproductive, something that did not contribute towards achieving their goals, did not improve the quality of their life or that distracted them from more important tasks.
4. Give participants 5 minutes to do write down the 5 accomplishments and the 1 wasteful thing.
5. Ask participants to discuss and compare their lists with their Big/Little.

Discussing their accomplishments will make participants feel good by allowing them to focus on what they achieved with their time. Often, we beat ourselves up thinking that we have done nothing, when in fact we do more than we give ourselves credit for!

Focusing on one wasteful task though, will open the discussion towards understanding what a wasteful activity is and how to avoid time-wasters.

Think of ways to overcome time-wasters, take breaks in productivity, create schedule for each day.