

LIFE SKILLS CURRICULUM

MODULE 1: TIME MANAGEMENT

LEARNING GOALS

- To help children understand the concept of scheduling, the importance of follow-through goals they have set and eventually, experience the sense of achievement through proper time management
- To help the children prioritize their daily tasks and knowing how to stick to a schedule, enhance self-discipline and maintain self-control

TEACHING IDEAS

- **Me and My Time**

- Prepare a simple daily schedule in a mahjong paper or manila cardboard prior to the class.
- Put it up on a flip chart or any board available for use. Sample of a daily schedule as follows:

6:15am	Wake up & prepare for school
7:30am	School starts
10:00am	Recess Time
1:30pm	School Dismissal
2:30pm	Lunch at home
3:30pm	Tuition
5:00pm	Homework
6:00pm	TV Time
7:30pm	Dinner
8:30pm	Revision
10:00pm	Facebook / Twitter / Blog, etc.
10:45pm	Good Nite

- Bring along a wall clock or an alarm clock and put at the front of the class before the class begins
- Explain to the class that they will role-play the planned schedule as shown in the board / flip chart. They will follow the time as per the wall clock / alarm clock in front of the class. There will be no further instructions or announcement from the Officers once the role-play session begins. Allow some time for the children to ask questions, if any
- Once the children are ready, give a start signal and as the children are doing the role-play, observe and record those who are following the schedule closely and those who are. Remember to set the time on the wall clock according to the schedule on board
- Those who have completed their role-play will wait for those who are still progressing quietly.

Game Debrief

- Get the children to share how they feel about the whole process of following the planned schedule. Remind them that a planned schedule helps them to manage their time better.
- Allow them to share on how they can improve and manage their time better. You may ask them to name one situation and a solution to the situation respectively.
- Share with the children what they have done right and where they can improve. Encourage the children to keep doing even though it's maybe difficult in the beginning

▪ WHAT'S MY TIMELINE LIKE?

- Prepare a blank time-table for each child prior to the class. You may follow the sample below or create your own accordingly to the needs of your class:

DAY/TIME						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

- Ask each child to fill in the time-table according to her/his daily schedule. No need to be very detailed.
- Once they have completed the time-table, ask them to count the hours spent daily on respective areas such as school time, homework, tuition, phone, facebook, online games, TV, sleeping, etc. Total hours per day should be 24

Game Debrief

- Allow the class to share how they feel about their time-table.
- Ask them the following:
 - What do they think of their time management?
 - Does their time-table reflect their priority as a student or someone else? E.g. if they spend more time on the TV, phone and online games instead of study, this reflects poor time management. As a student, they should spend more time on their study, school work or anything related to school rather non-school related activities.

- How can they improve their time table and set their priorities as a student? You may look at their time-table and provide some positive, achievable suggestions.

▪ **PICTURES THAT PRIORITIZE MY DAILY ACTIVITIES**

- This is suitable for younger children who are beginning to learn the concept of time management
- Encourage the children to make their own time-table by dividing a blank sheet of paper into 4 squares. Have them draw pictures of items or activities according to importance or most time spend on it.

LIFE APPLICATION

▪ **WHAT'S MY TIMELINE LIKE?**

- Based on the information gathered from the weekly time-table, allow the children to think through and consider changes they need to make in order to manage their time better and achieve their priorities.
 - What is likely to distract them from their priorities? List down the distractions
 - What are the steps they can take to minimize or overcome the said distractions? List some of the possible solutions
 - Are they spending enough time with their priorities to achieve their life goals?
- You can also share on how Jesus manage his time according to priorities – time with God, time with disciples and time for ministry or Ecclesiastes 8:6

SUGGESTED ASSESSMENT

▪ **Option 1: Don't Make Any Excuses**

- This is a good exercise for younger children to learn how to manage their own after-school time.
- Have the child create a simple chart and fill in all his after-school responsibilities; for example help mum in setting the dinner table at 6:30pm, doing homework at 4:00pm, etc.
- Ask him to check off each task when it's done and show you the week's record when he attends BB
- This helps the child to manage time and achieve simple goals

▪ **OPTION 2: HOMEWORK, HOMEWORK**

- Have the children make a homework chart including BB homework from Monday to Saturday
- Have them write the date, time and sign off when each homework is completed
- Get them to reflect on the chart on a weekly basis, why they were late in completing certain tasks if any and how can they improve on it.
- You may get them to conduct this exercise over a period of two months

▪ **OPTION 3: 24 HOURS IS NOT ENOUGH!**

I think I spend too much of my time on:

I feel like I do not have enough time for:

I think I spend (tick one of them)

Too much time

Not enough time

Just enough time

1. On my school work
2. Talking on the phone
3. Facebook
4. Twitter / Blog
5. Housework
6. Exercise and sports

Here are some ways I can improve how I spend my time on the above activities:

My favorite ways to spend my free time:
