WEEK 4

Middle – Time Management
Senior – Time Management

Learning Goals - at the end of this week your child should have:

- A self awareness of where their time goes each week and their biggest time wasters - nothing time.
- An enhanced tolerance to confusion and frustration through resilient and resourceful attitudes and a positive growth mindset to remain focused and ignore distractions.
- A proactive attitude to use the weekly Habits of Mind and Thinking Tools to strive, thrive and flourish in their living, learning and thinking.

Value for Life - Understanding

Identify three positive behaviours which show Understanding at home, then at school and then in the community.

Wellbeing Focus

Time is the one thing that we all have the same amount of, but it’s amazing how often we run out of it and are ‘time poor’. It is avoidable, but requires a determined focus to ignore distractions, common sense prioritising and a purpose to achieve. Before students can control their time, they have to develop a set of consistent attitudes and habits to live by. As Hilary Hilton ‘Zig’ Ziglar (American author and motivational speaker) so clearly points out, “Lack of direction, not lack of time, is the problem. We all have twenty-four hour days.”

A very rewarding exercise for them is to summarise their time usage over a typical week under the headings:

- Sleeping, eating, showering, grooming and dressing
- Travelling to and from school, school, hanging out with friends before and after school
- Part-time jobs, jobs at home, looking after brothers and sisters
- Exercising, training for and playing sport, leisure activities, TV, games, social networking sites, texting, twittering
- Visiting relatives, study and home learning, church, other things

The above exercise, plus looking at their musts and options page and study timetable, will give students a good overview of how they spend their available 10,080 minutes each week. Building their self-awareness encourages them to become self-monitoring and self-adjusting in their time management habits.

Quite often the largest timewaster for students (and in fact all of us), is just idling and wandering around between activities; basically doing nothing – ‘nothing time’. Being mindful of this enables students convert it to ‘something time’, thus achieving something meaningful.

“Time = Life, therefore waste your time and waste your life, or master your time and master your life.” Alan Lakein