

TIME MANAGEMENT

-Ask the class what type of time management organizer they use and how it is useful for them.

-Suggest an in-class exercise in which the students formulate an activity log.

- First, let them list all the things they do during the week, including: classes, travel, homework, work, sleep, extra-curricular activities, dating, hanging out, religious activities)
- Second, allow them to prioritize all the listed activities as high, medium or low priorities
- Lastly, have the students place each activity on a weekly calendar; the high priorities first, the medium priorities second and the low priorities last. Specific times should be marked for each activity.

Having a clear view of the week, students can see how they've arrived at their decisions and will be in a better position to make critical choices about managing their time.