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| **Activity Title** | Time Management |
| **Activity Overview** | In this activity, you will learn how to manage your time when at school, to avoid distractions and to self-reflex on your studying habits. |
| **Activity Worksheet** | |
| **What is the meaning of Procrastination? Find the meaning in the dictionary and write down its definition.**  Procrastination is…  **Watch the video and do the following tasks:**  <https://www.youtube.com/watch?v=w4NsjnL4ieA>  What is the title of an essay? (Tick the right answer)   * “What to do at a stoplight” * “What not to do at a stoplight” * “How to cross the road at a stoplight”   Tick the things SpongeBob is doing while writing an essay:   * Watching TV * Doing exercises * Shifting in his chair * Watering flowers * Feeding Gary the snail * Tidying up the kitchen * Washing the dishes * Fixing the boat * Phoning Patrick * Drinking water and eating * Talking to his neighbour * Talking to the postman   **Why is it hard for SpongeBob to start writing an essay?**  It is hard for SpongeBob to start writing an essay because…..  **List some tips on how to help SpongeBob write an essay relatively quickly**   |  |  | | --- | --- | | **What should SpongeBob do?** | **What should SpongeBob not do?** | |  |  |   **Read what SpongeBob has learnt from Mrs. Puff about managing time effectively.**  **People procrastinate for different reasons. Mrs. Puff identifies three basic types of procrastinators:**  **Thrill-seekers**, who wait to the last minute for the excited rush.  **Avoiders**, who may be avoiding fear of failure or even fear of success, but in either case are very concerned with what others think of them.  **Decisional procrastinators**, who cannot make a decision. Not making a decision prevents procrastinators from taking responsibility for the outcome.  **How to tackle this problem:**  Create a to-do list  Finish the hardest tasks first  If the task takes less than two minutes, do it right now  Set a period of time to do nothing but work  Give yourself a break  Remove your distractions  Don’t be a perfectionist  Motivate yourself by getting rewards  Get an accomplice  Focus on the end goal  Do one task at a time    **Jot down the activities you usually do on Saturday / Sunday apart from your homework (include all the small details)**    **Pick your five biggest time-wasting activities and write them down**    **Total Time wasted: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Do you think you waste too much time doing unnecessary activities?**  **Write a composition of 50-80 words then upload this to Badgelist. What advice would you give someone to help them manage future assignments?** | |