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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**

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| **What should SpongeBob do?** | **What should SpongeBob not do?** |
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**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 listFinish the hardest tasks firstIf the task takes less than two minutes, do it right nowSet a period of time to do nothing but workGive yourself a breakRemove your distractionsDon’t be a perfectionistMotivate yourself by getting rewards Get an accompliceFocus on the end goalDo 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?**  |