Time Management Activity

Time management is something that all students should learn since they’ll need to use it both in school and when they’ve entered the job force. Students have to learn to balance different class assignments in school, but they’ll also need to learn how to balance different job duties. The time management challenge can help students learn how to respond to these challenges.

The challenge is straight forward. The teacher writes a list of different activities but then weights those activities. Each activity is weighted by assigning a certain number of points to them. Teachers should take care to come up with enough activities to take up more than 10 minutes. Finally, students break up into groups and are given a copy of the activities. It’s then up to the students to collect as many points as possible within the 10-minute limit.

This activity is actually good for a few reasons. First, it asks the students to work together, emphasizing the same teamwork that they’ll need to demonstrate in the workplace. Second, students need to communicate in order to win the challenge by accumulating the most points of any group. Of course, the third reason why it’s a successful activity is because it asks students to balance the list of challenges against their time limit. They’re asked to prioritize which activities have the most value against which activities they can reasonably complete in a limited time. This challenge can be adapted to almost class. Time limits can be longer than 10 minutes and tasks can include subject specific tasks that ask students to complete certain activities, like looking up historical information or completing a quick writeup of a science topic. It’s up to the teacher to properly balance the time limit, activities, and points awarded.

https://www.educationcorner.com/teaching-soft-skills-guide.html