

T.O.O.L.S. for Work Supplement 9

Introduction to Time Management

Materials: None

Prerequisite: Completion of Sessions 1-5. Participants may be making statements about how they can never get things done on time.

Lesson Duration: 30 - 60 minutes

I. The situation now

A. Ask participants to tell about anything that makes them feel unorganized. List these on the board. Here are some examples:

- missed appointments
- always running late
- can't get the kids ready in the morning
- no time to do homework or housework

B. Ask participants to describe how things would look if they were organized. List answers on the board. Here are some examples:

- clean house
- get to class or appointments on time

II. The way you want it to be

A. Have participants decide on a statement that expresses being organized as a goal. Encourage brainstorming and write all answers on the board. In the end, you will probably end up with something like "I want to be more organized."

B. Ask if this goal is vague or specific. Ask if it is measurable. Ask how they would *know* when they are "organized" and will have met the goal.

C. Ask what "being organized" would look like. Does this approach help turn a vague goal into a more specific, measurable one? Example answers might be:

- Everything is in its place
- Things are done on time

Ask if these statements would make good goal statements that are specific and measurable.

III. How do you know

A. Ask each participant to choose the specific and measurable goal that suits them. Then ask each to decide on 4-5 action steps that could be taken to make the goal. Ask participants to share their ideas and write them on the board. Examples for "Things are done on time" might be:

- Use a watch.
- Use a calendar.
- Use clocks.
- Plan ahead.
- Make a list of things to do each day.
- Have a backup plan.

B. Ask if the action steps are vague or specific. Measureable and reasonable.

1. Ask participants to return to their own plans and refine them.
2. Ask participants what their goals are to implement the plans.