- Guidance Lesson -

Where Does The Time Go?

Objective: Provide the opportunity for students to assess their current use of time and reflect upon possible changes that can be made to enhance their time management skills.
Estimated Time: 20-30 minutes
Materials: "My Time Sheet"(front & back), pen/pencil, crayons/markers

Activity/Discussion:

1. Pass out a " My Time Sheet" to each student. Explain that they are to choose a typical weekday to assess how they spend their time.
2. Each block represents one hour of time. They will shade in blocks of time used for each category. (sleep, school, extracurricular activities, screen time, after school job,family time, friend time).
3. Note: You may want to model the activity for the class before they begin.
4. Allow 5 minutes for students to complete their time sheets.
5. After that time have students take a 3 minutes to compare their time sheets with others.

Reflection:

1. How many hours of "free time" (time where you are not sleeping, in school or school related activities) do you have Monday-Friday?
2. If you currently struggle with meeting academic goals can you see where time may be found within your day to study and/or work on school work?
3. Would anyone like to share an observation they've made about their time use of time?
4. **Challenge:** There is a blank time sheet on the back. Take a few minutes to create a well distributed use of time that may be more conducive to academic success or meeting your goals.
5. **Challenge:** Audit your use of time for weekends? Are you using your time wisely?

My Time Sheet: Week Day- current

School	Sleep	Extracurricular	Screen Time	Family Time	Friend Time	Work

My Time Sheet: Week Day- Plan for Success

School	Sleep	Extracurricular	Screen Time	Family Time	Friend Time	Work