

The Student Success Curriculum

Topic 4: Time Management

In massage school, students are expected to attend class and complete outside course work. Students often find they must sharpen and refine their time-management skills in order to balance school, homework, job, family, and social obligations. This class teaches students how to use the tools in the *Massage Year Planner* for better time-management. Good time management leads to better homework completion, and better overall preparedness for quizzes, exams, and practical skill checks.

Teaching Strategies:

Lecture

Problem Solving

Group Discussion

Planning

Time Frames

The implementation time for this material is approximately one hour. This material can also be paired with that from Topic 2: Goal Setting and Topic 3: Positive Affirmations.

Instructor Preparation

- ✓ Read Topic 4: Time Management and Organization in the *Student Success Guide*.
- ✓ Review the PowerPoint slides side-by-side with the lecture outline for Topic 4.
- ✓ Complete the worksheets used in this topic to ensure you understand how they are designed and how they work with the *Massage Year Planner*.
- ✓ Review the corresponding sections of the *Massage Year Planner*.

Resources

Locate and read any of the following resources to support an understanding of the topic.

- ✓ *Get Organized*, 3rd Edition, by Ron Fry. Thompson Delmar Learning.
- ✓ *Getting Organized: Learning How to Focus, Organize and Prioritize* by Chris Crouch. Dawson Publishing.
- ✓ *Manage Your Time, Your Work, Yourself* by Merrill Douglass and Donna Douglass. American Management Association.
- ✓ *Time Management* by Susan Benson and Edmund Benson. Arise Foundation.
- ✓ *The Time Trap: The Classic Book on Time Management*, 3rd Edition by Alec MacKenzie. MJF Books.

Supplies & Equipment

- ✓ *Student Success Guide* (one per student)
- ✓ *Massage Year Planner* (one per student)
- ✓ Students will need class syllabi for planning
- ✓ Whiteboard and markers, or chalkboard and chalk
- ✓ LCD/DLP projector, laptop, and PowerPoint presentation, or printed overheads and an overhead projector.

Learning Objectives

After reading Topic 4: Time Management and Organization and completing the worksheets associated with this topic, each student will:

- ✓ Determine how time is spent currently and identify areas of misused time.
- ✓ Plan a weekly and monthly schedule that includes time for study.
- ✓ Use a study log to better plan future study sessions.
- ✓ Explain the benefits of using an assignment calendar and complete an assignment calendar for one month.
- ✓ Use an assignment calendar to complete a month's worth of daily study plans.
- ✓ Identify four ways to stay on track with time management planning.

Lecture Outline

This lecture outline is meant to be used in combination with the *Student Success Guide*, *Massage Year Planner*, and the PowerPoint slides included with this teaching kit. The information in this lecture/activity follows the information presented in the *Student Success Guide* with page numbers of the associated materials provided to the right of the heading in parentheses. Instructors are encouraged to add or delete slides and information as they deem appropriate to meet the particular needs of their student groups. The PowerPoint slides can be shown with an LCD projector or printed onto transparencies for overheads.

Slide 1: Title Slide (p. 40)

Introduce the topic (Time Management and Organization) and direct students to page 40 in their *Student Success Guide*. Ask students to share some of the ways they keep themselves organized.

Slide 2: Goals of this Lecture/Activity

The goals of this lecture and activity are to help students develop time-management skills and learn how to organize study sessions.

Slide 3: Benefits of Time Management (p. 40)

Discuss the benefits of time management and look over the general time management tips included in the *Student Success Guide* on page 40.

Slide 4: Time Tracking (p. 41)

Ask students to review the sample Time Tracker Form for Karen on page 41. Ask student to identify where Karen might fit in more study time. In general, students will need at least one hour of study time for every hour of time they are in classes each week. It is useful to complete a time tracker form whenever you undertake a new activity or goal. The time-tracker helps the student see areas of time that might be put to better use.

Slide 5: How Do I Spend My Time? (p. 40–42)

Have students complete the blank Time Tracker Form (Worksheet 4-3) and analyze the way they currently spend their time. Ask students to identify how many hours they spend at work, in front of the TV, taking care of children, etc.

Slide 6: How Will I Manage My Time in the Future? (p. 43–45)

Have students complete the Time Management Planning Calendar (Worksheet 4-4) to determine how they plan to spend their time in the future. Students should include work, school, and study times. Study hours and school contact hours should be equal. Students need to plan one hour of study time for every hour they are in class each week. Sometimes students have so many commitments that they don't have enough free time for study. In this case it is important to review the worksheet with the student and help the student brainstorm some scheduling solutions.

Slide 7: Benefits of a Study Log (p. 46)

Ask students to look over the Study Log (Worksheet 4-5) and discuss the benefits of using the log. Some classes require a lot of study time while others require less. When students keep track of how many hours they study a particular subject each week, they are able to better plan future study sessions.

Slide 8: The Assignment Calendar (p. 47 and *Massage Year Planner*)

At the beginning of each month, term, or module it is helpful for students to create an assignment calendar. Ask students to turn to the assignment calendar for the first month of their school year in the *Massage Year Planner*. Now ask students to take out their class syllabi and fill in all of their assignment due dates on the calendar. Give students around twenty minutes for this assignment.

Slide 9: Daily Study Plans (p. 48 and *Massage Year Planner*)

The assignment calendar helps students keep track of due dates. Daily study tasks help students plan study sessions. Review the completed assignment calendar and use it to plan a month's worth of study sessions in the *Massage Year Planner*. Students can refer to the completed worksheet

Tip!

It works well to set aside one hour each month and have students complete the appropriate sections of their *Massage Year Planner*. By setting aside time to complete these tasks, instructors reinforce these skills in their students and set their students up for better homework completion and preparedness. Ask students to:

Use the month wrap-up to evaluate their performance for the previous month.

Write their goals for the upcoming month.

Write affirmations to support their goals.

Fill in the assignment calendar for the month.

Plan a month's worth of study sessions.

where they determined when they had free space available to ensure study sessions are planned for appropriate days and times. Give students around twenty minutes for this assignment.

Slide 10: Good Ideas for Daily Study Plans (p. 48–49)

Talk about some of the ways that students can plan study sessions so that they stay alert and complete their goals.

Slide 11: Other Time Management Tips (p. 48–49)

Discuss some of the other ways that students can stay on track with time management and review the ideas in the box on page 49.

Slide 12: Before Leaving School Checklist (p. 49)

Discuss the benefits of using a before leaving school checklist and review the checklist on page 49.

Slide 13: Process Time Management

To conclude the lecture and activity, ask students to describe how they feel about time management now that they have practiced using the forms. Explore student attitudes to time management and discuss areas where students feel resistance.

Time-Management Milestones Checklist

Name: _____

Date: _____

0 = The student does not have this skill

1 = The student sometimes demonstrates this skill

2 = The student almost always demonstrates this skill

0	1	2	
			Regularly evaluates personal use of time and seeks to use time more efficiently.
			Enjoys planning how time will be spent on a monthly, weekly and daily basis.
			Uses time management planning and goal setting together.
			Connects homework assignment completion with time management.
			Turns in homework assignments on time.
			Demonstrates preparedness for quizzes and written exams.