

# 🕒 MANAGING TIME

When you start work you have to start managing your time well. More than just getting to work on time, it also means getting things done in the time available and often within a timescale set by someone else!

We can all improve with practice and this Facework Challenge will help.

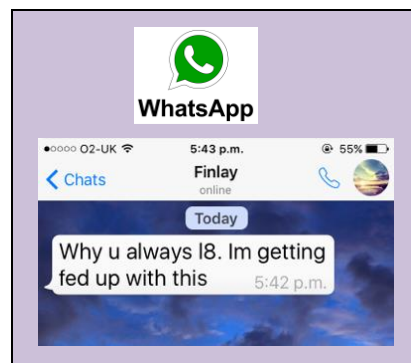
## ① WHAT TIME ZONE DO WE OPERATE IN?



A visitor to India could be excused for thinking that India operates on IST, (Indian **Stretchable** Time).

Arrangements and appointments made today are often delayed and re-scheduled and there can be a lay-back attitude to time with appointments often happening when they will, not when you want them to. Having a relaxed view of time can be a good thing, but not if someone is paying for your time and expecting you to be punctual and use your time at work efficiently.

Imagine you are meeting your friend at the weekend, but they are late. What message do you send when they don't show up?



How do you feel when friends don't value your time?

Contrast this with how you feel when someone does value your time and shows up at the right time or even early!

I was scared I was going to be late, so I got an earlier bus.



I'm really impressed he was here on time.

## ② Do you agree with this statement?



*The only  
thing more  
valuable  
than money  
is time*



### In pairs discuss these questions:

Do you treasure your time?

Do you give it away too quickly?

What makes some people's time more valuable than others?

What would happen if we valued our time as much as our money?



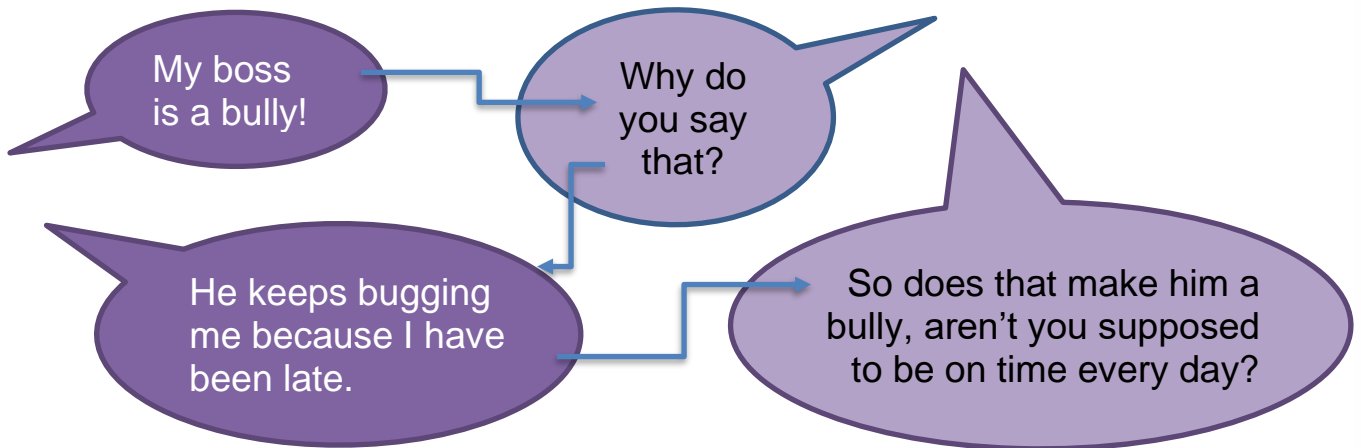
How much do you think an hour of  
your time is worth?

88:88 ₹ 8:88

If you had ₹10,000 in cash under your bed  
you would probably check it regularly and  
make sure it was safe. Many people would  
argue, though, that our time is more precious  
than money but that we often give it away too  
freely and waste it.



**3** Talk to another person about this conversation



Do you think this boss is a bully? Yes /No

Do you think it is important to be on time at work? Yes/No



Do you agree with this statement?

*“Arriving late is a way of saying that your time is more important than the time of the person who is waiting for you”*



*“My tip for getting better at self management is to download and use apps which monitor your health, your sleep and the amount of time you spend on social media.”*







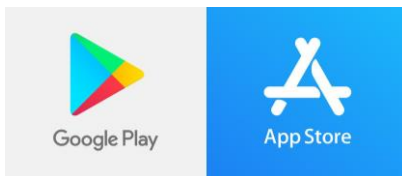
**4** What 3 ways you could use your phone to help you manage time better.

✓

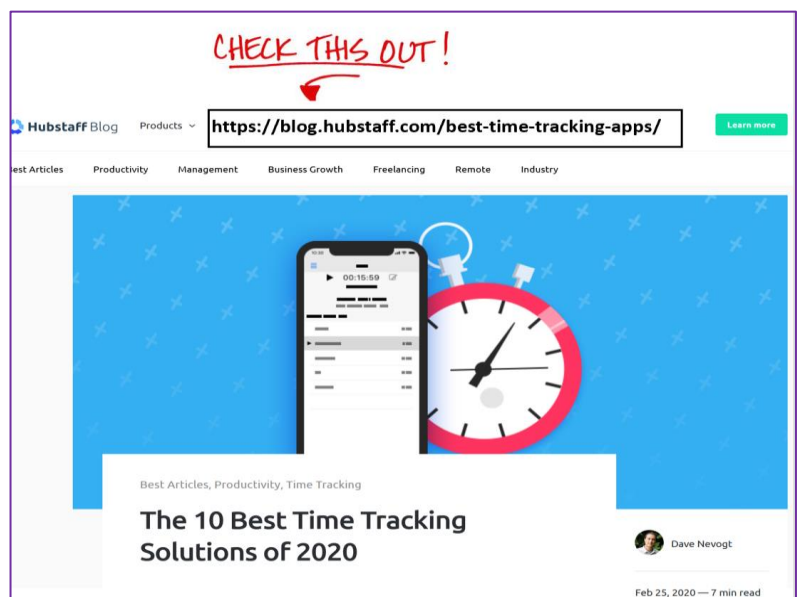
✓

✓

Check out the various time management apps available for your phone.



**What time management app would you recommend to your Friends?**



**5** What do you find the hardest thing about managing time?

☒ Tick what applies most to you

Getting up on time	Arriving somewhere on time	Getting things done in the time	Making time for myself	Knowing where the time has gone!
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
What would help?	What would help?	What would help?	What would help?	What would help?

- 6** It's hard to be motivated and be on time for things you don't like doing. But think of something you already do that you really love. Would you ever be late for that?

Think of 2 questions to ask someone about how they manage time.

- .....
- .....

Find someone who does a job they really enjoy doing and ask them about how they manage their time.



## **7 TOP TIPS** to help you better manage your time

- Start using your mobile to organise yourself, for example set reminders 15 minutes before you have to be somewhere and set a motivational alarm sound.
- Make sure you have enough sleep so you can be your best (especially important when you start a job).
- Reward yourself! Pat yourself on the back when you notice you are getting better at managing time.
- Ask those already in work how they manage their time.

## **8** *"I go to sleep when my pinger goes to sleep!"*

**In pairs discuss:** Does having a mobile phone in your bed help you get a good night sleep?



**Why is it so hard to switch your phone off at night?**

**What tips do you have to help you 'switch off' from social media, messaging and video clips!**



**What does FOMO mean ?**

## ⑨ Why is sleep is so important to Time Management?

SLEEP IMPROVES OUR:		Score 1-8 of the areas which are most important to you.
 <b>MEMORY</b>	While you sleep your mind strengthens skills you learnt while you were awake.	
 <b>CREATIVITY</b>	While you sleep your brain restructures your memories and help with creativity.	
 <b>MENTAL HEALTH</b>	A good night's sleep can really help decrease stress and anxiety.	
 <b>QUALITY OF LIFE</b>	Sleep affects the quality of life and is linked to living longer.	
 <b>FITNESS</b>	Studies among sports players who slept more improved their overall performance	
 <b>DIET</b>	If you are tired you tend to want sugar as an energy and therefore can put weight on more easily.	
 <b>GRADES</b>	In one study school students who didn't get enough sleep had worse grades than those who did.	
 <b>ATTENTION</b>	Young children who get less sleep are more likely to be more hyperactive.	

Check out this article about the importance and benefits of sleep:



<https://tinyurl.com/sxmz54h>

This article is also very helpful <https://timesofindia.indiatimes.com/life-style/health-fitness/diet/Foods-for-a-good-nights-sleep/articleshow/18286800.cms>

## DO YOU KNOW HOW MUCH SLEEP YOU NEED AND HOW MUCH YOU ACTUALLY HAVE?

Most teenagers need about 8½ to more than 9 hours of sleep each night. Use the table below to plot the sleep you have over a week and each morning try to gauge your

☐ Irritability   ☐ Concentration   ☐ Physical energy   ☐ Feeling good about yourself   ☐ Alertness and memory

SLEEP DIARY				
Day of the week	Went to sleep at	Woke up at	Total amount of sleep	
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
Total for Week=				

<input checked="" type="checkbox"/> Score 1 for 😞 (poor) and 5 😊 (great) eg 😞 1,2,3,4,5😊				
Irritability	Concentration	Physical Energy	Feeling good about yourself	Alertness and memory
😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊
😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊
😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊
😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊
😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊	😞 1,2,3,4,5😊
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Weekly recommended sleep for a teenager = 60 hours

- What do you score best at?
- Are there times when you can live off less sleep
- How do you catch up or recover?

**10 Imagine you had the task of creating a YOUTUBE channel about Time Management**



**What would you call the Channel? .....**

**What would be the 'Strapline' (selling statement)?**

.....

..... **(10 words)**

**Who would the primary audience be?**

.....

**Who would you want to interview?**

.....  
.....

**How could you make the advice fun and appealing?**

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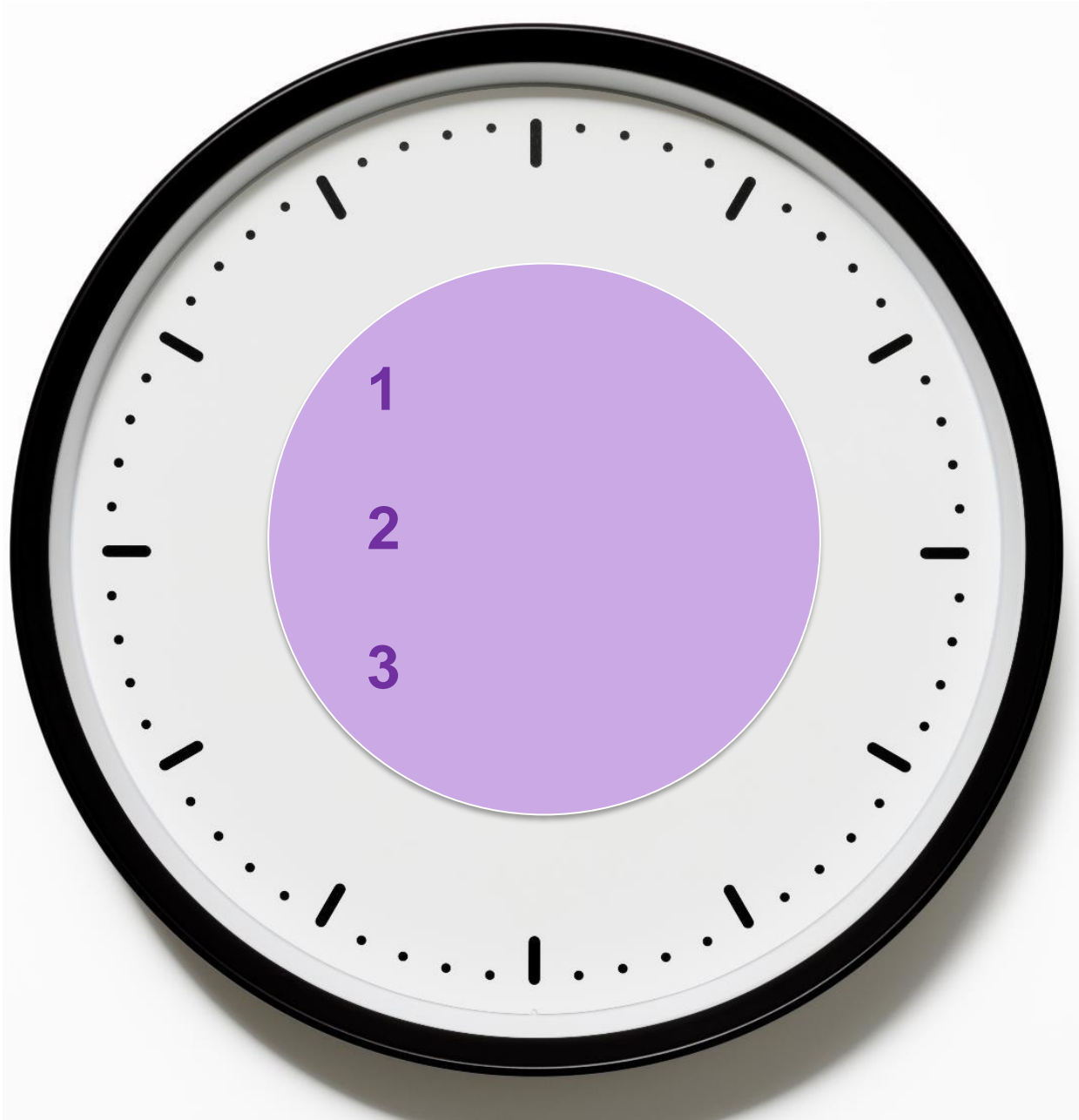
**How would you go about marketing it and getting the first 10,000 views?**

.....  
.....

**Would you use music? If so what? .....**



## WHAT ARE YOUR 3 ACTIONS YOU ARE COMMITTED TO DOING TO IMPROVE YOUR TIME KEEPING?



### Good articles about Time Keeping

<http://learningindia.in/time-is-eternal/>

<https://timesofindia.indiatimes.com/life-style/relationships/work/Time-management-tips-you-didnt-know/articleshow/51422059.cms>

<https://www.topuniversities.com/blog/7-time-management-tips-students>

<https://blog.rescuetime.com/time-management-for-students/>