

EFFECTIVE TIME MANAGEMENT

Instructor's Workbook



EFFECTIVE TIME MANAGEMENT

Developed for:



1994

by:

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EFFECTIVE TIME MANAGEMENT

Preface:

Welcome to one in a series of individualized Optimist International Skills Development Modules. Our goal is to help you, our members, learn and apply practical skills to deal with the opportunities and issues in your life. This series of modules is not designed to deal with "theoretical" issues, but rather to provide a practical "hands on" approach.

Each of these modules is to be used, written in and applied. You can learn skills on your own, or join with others in a collaborative learning venture. Each module contains an instructor's guide in addition to a separate participant's guide which can be duplicated as often as necessary to supply the needs of your Club members.

Future modules will deal with individual as well as group-oriented skills, all of which are designed to help individual Optimists enhance their personal leadership ability in any chosen field of activity, i.e., employment, home, school, and volunteer activities. This is a significant development for our organization in its service to its own members, and we hope that participants will provide feedback about each module to the International Headquarters (c/o Leadership Development). In this way, we can maintain our focus on providing meaningful leadership training to Districts, Clubs and individuals throughout our Optimist organization.

We truly hope you enjoy the journey to self-improvement.

EFFECTIVE TIME MANAGEMENT

An Individualized Skills Development Module
Optimist International

Instructor's Workbook

Overview and Objectives:

Time - Length of Lesson:	Length of Lesson: 1 ½ - 2 hours ¹
Lesson Description:	This session helps Optimist members focus on time, reflect on the importance of time management in living a more focused productive life, and learn simple and effective time management techniques.
Lesson Objectives:	By the end of this session, participants should be able to: <ol style="list-style-type: none">1. Express in their own words the impact of goals and priorities.2. List and apply the Steps to Effective Time Management
Lesson Activities:	Discussion and group activities.

Preparing for the Session:

1. Start your preparation for this session by reviewing all the materials, including the accompanying Participant's Workbook. Don't limit yourself to simply what you find here. There is much written on the subject of time management and you may want to include other material to augment your presentation.
2. Prepare a 3-5 minute opening presentation on the purpose of this session. It is always a good idea to introduce yourself--even if you're dealing with a group with whom you are familiar.
3. Do some basic research on the types of Optimist members who will be participating in this session. Why are they coming? How busy are they? What are the types of time management problems they face? What types of learning activities have they responded positively to in the past. Even if you already know the majority of your participants, you may be surprised by what you don't know about them!

¹ Please note: Time designations are approximate and will vary depending upon how much emphasis the trainer wishes to give to the session.

LESSON PLAN Steps to Effective Time Management

Presentation Outline:	Notes for the Instructor:
<p data-bbox="188 275 639 308">CONDUCTING THE SESSION:</p> <p data-bbox="188 348 639 457">Introduce yourself and the session. (3-5 minutes, allow more time if you use an ice breaker)</p> <ul data-bbox="188 497 574 606" style="list-style-type: none">a. Who am I? (The Presenter)b. Why are we here?c. What will we be doing?	<p data-bbox="680 348 1425 457">Please note: If you're dealing with an Optimist group where individuals do not know each other, it is imperative that you begin with an ice breaker.</p> <p data-bbox="680 497 1437 821">Here's an effective ice breaker known as "Two truths and a lie." Divide your larger group into smaller sub groups of 3. Ask each person to make three statements about themselves, two of which are true and one is false. Example: "I am a certified scuba diver, my spouse is Norwegian and I met the Queen of England when I was in London last year." The other members of the group have to guess which statement is false. Allow 10-15 minutes for this exercise.</p> <p data-bbox="680 861 846 894">Your Notes:</p>

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Presentation Outline:	Notes for the Instructor:
<p>MANAGING OUR LIVES, MANAGING OUR TIME (10-15 minutes)</p>	<p>In a large group setting ask the Optimists to get out a piece of paper and spontaneously write down the first words or phrases that go through their mind when they hear the word “Time.” Allow them 2-3 minutes to write down their comments. Then ask the group to read their comments.</p> <p>Write all the comments down on a flipchart or overhead projector. Then ask probing questions like:</p> <ul style="list-style-type: none">• What is the most frustrating thing about managing our time?• Why is it with all our labor saving devices we seem to have less time than before?• Why do we seem so uptight about time?• How does time seem to move faster as we get older?• If you could improve your time management skills, what would you like to do differently? <p>Key point: Emphasize to the group that time is about how we live our lives. Time is important because time is the stuff of life.</p> <p>Our perceptions of time. Each of us has a different time clock built into our bodies. Clocks keep artificial time.</p> <p>Exercise: Have everyone close their eyes and bow their heads. Tell them “When you think 20 seconds has passed, silently raise your hand.” The point of the exercise is to show them that we all perceive the passage of time as a different rate.</p> <p>Your Notes:</p>

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Presentation Outline:	Notes for the Instructor:
<p>TAKE ACTION (10-15 minutes)</p> <p>Productivity Questions</p> <p>My Energy Graph</p> <p>My Peak Moments</p>	<p>Taking action on your activities is the most simple, yet at the same time most complicated, part of time management.</p> <p>To take effective action it is helpful to know yourself.</p> <p>Ask the participants to answer the questions regarding the time(s) of day they feel most productive, full of energy and creative, etc.</p> <p>Then have them graph their productivity levels throughout the day. It may be useful to draw a sample chart on the flipchart.</p> <p>Have Optimists classify themselves as either owls or larks.</p> <p>Key point: All of us have our key productive times. Schedule important activities during a time when our energy is high.</p> <p>Your Notes:</p>

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Presentation Outline:	Notes for the Instructor:
<p>OVERCOMING PROCRASTINATION (10-20 Minutes)</p>	<p>Briefly summarize the nine phases of procrastination. Ask the participants:</p> <ul style="list-style-type: none">• Why do we procrastinate?• Why is procrastination difficult to deal with?• Why is procrastination incompatible with the Optimist Creed?• What effective methods do you use to do an unpleasant task?• Who do you admire who gets things done effectively? What's their secret for handling procrastination? <p>Key point: All of us struggle with procrastination. If we face the issues we can resolve them. Start now!</p> <p>Your Notes:</p>
<p>SUMMARY (5-10 Minutes)</p>	<p>Briefly summarize what you have covered in this session.</p> <p>Thank the participants!</p> <p>Wish them luck in their time management endeavors.</p> <p>Pass out an evaluation form.</p> <p>Your Notes:</p>