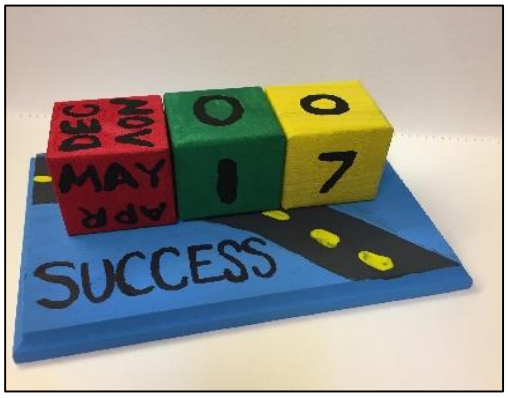
ADULT 101: TIME MANAGEMENT

WORK SMARTER NOT HARDER

OVERVIEW: This program was created as a "pick and choose program." Every community is different and wonderful. This program will compliment your community's needs. You are welcome to use some or all of these resources and activities depending on how much time you have allotted for the program.

Learning to manage your time is an important life skill and from the beginning of civilization, people have been working on tools to help them track time. Calendars have been around since ancient times as a way for people to keep track of the seasons, the holidays and even debt-collecting dates. *Calendarium* means "account book, register" in Latin, since debts were typically settled on the calends (first day of the month in the ancient Roman calendar).

OPTIONAL PROGRAM TITLES AND PROGRAM DESCRIPTIONS



Note: Image may be used for program publicity

Time is of the Essence

Ever get that feeling that you are running out of time for that paper you are supposed to submit by midnight tonight? Perhaps you could use a few time management tricks up your sleeve! Swing by to learn how you can get things done with extra time to spare.

Make Time, Don't Block It

Are you busy, stressed and having a hard time keeping up with everything? Stop by the library to learn time management tips and tools to help you prioritize, organize, and stay on top of things.

"I Got 99 Problems, But No Time"

School. Work. Family. Friends. Life. How do I make time for all of it and not be burned out in the end? Drop in on this program to learn more about time management and tips on how you can do everything you want to do and have time on your side.

This program will encourage teens to prepare for adulthood through basic time management skills. By being aware of these skills, teens may reduce anxiety, increase responsibility, acquire better decision-making skills and make more time for family and friends. They will also have a chance to create their own calendars—a tabletop block calendar—that they can use to keep track of the date and be on top of their schedules!

PREP TIME: 1 hour

PROGRAM TIME: 1 hour – 1 hour and 30 minutes

CLEAN-UP TIME: 30 minutes

STAFF REQUIRED: 1 librarian for a group of 20 teens; an additional staff member may be required for larger groups

MATERIALS IN THE PIAB:

- PIAB Instructions
- Wood blocks
- Wood plaques
- Paint brushes and paint
- Permanent Markers

ADDITIONAL SUPPLIES (Not provided in PIAB):

- Laptop and projector (if available – may be requested form Teen Services or your Regional Office)
- Table cloth/table covers
- Cups (for water) and paper towels

PROGRAM INSTRUCTIONS

1. Start the program by giving teens the Adult 101 Pre-program Survey. After collecting the surveys, explain why Time Management is an Adult 101 skill. Let the teens know what the goals are for this program and what you hope to achieve by the end. Share library resources that can help with their time management skills – suggested resources for sharing are found on pages 8 and 9.

2. *Let teens know that the purpose of this activity is to improve their time management skills.*

3. Icebreaker (approximately 5 minutes)

   CONCEPT OF TIME - HOW LONG IS A MINUTE?

   For this activity, introduce teens to the concept of time and how everyone sees time differently, yet everyone has the same amount of time.

   - Have everyone sit anywhere in the room.
   - Ask them to stand up when they feel like a minute has passed.
   - As teens are standing up, record the times when people stand. Once everyone is standing tell them how they each did.

   Discussion: Talk with teens about their gauge of time for the activity. Was it longer or shorter than the time frame? How does this give them a perspective of time?

4. PowerPoint Presentation (5 minutes)
   This PowerPoint presentation is optional, but really useful! Use this for a formal presentation or keep it informal and use PowerPoint lecture notes as talking points without the slides. The

PowerPoint and PowerPoint lecture notes are located on the USB provided with the Adult 101 Library Binder.

5. **Be sure to share the suggested titles** with the teens and make connections between the resource material and preparation for adulthood. For example, note the Time Management articles in the Gale Virtual Reference Library.

6. Activity Preparation
   Before the program starts, set out all the materials your teens will need for time management activities and for the block calendars portion of this program.

   Time is always depleting and we can't buy more of it. Yet, time is the most valuable asset when it comes to getting organized and staying on top of our daily, week, and monthly commitments. Pick one or two of these Time Management activities to share with your teens during your Adult 101 Time Management program found on pages 3 - 7.

7. **Activity #1** (15 – 20 minutes)

   PRIORITIZING
   Lists and priorities

   Website: http://blog.trainerswarehouse.com/time-management-activities/
   *(*This is one of the many activities from WorkSMART blog, a great resource for other time management activities.)*

   Divide teens into equal groups. Provide them with the numbered list of tasks and they have 10 minutes to complete as many as possible. Have the group create a team name and put them on the wall or table.

   Discussion: Did the group go through the list in numerical order? Did they go for the ones with the most points? How did groups decide how to compete the tasks? Was it a group consensus? Did groups pick more calm tasks?

   Below are possible tasks for the activity. Feel free to customize this list for your library.

A. Do a lap around the room (5 points)
B. Create something for the instructor to wear, such as a hat or tie (10 points; bonus 5 points if the instructor actually wears it)
C. Find out something unique about each person on the team (5 points)
D. Sing a song together (15 points)
E. Make a paper airplane and throw it from one end of the room to another (10 points)
F. Get everyone in the room to sign a single piece of paper (5 points)
G. Count the number of pets owned by your group (20 points)
H. Assign a nickname to each member of the team (5 points)
I. Create name cards for each team member (5 points; bonus 5 points if you use your team nicknames)
J. Make a tower out of the materials owned by your group (10 points)

K. Convince a member of another team to join you (20 points)
L. Name your team and come up with a slogan (5 points for the name, 5 points for the slogan)
M. Re-create the sounds of the Amazon rainforest with the sounds of your voices (10 points)
N. Make a list of what your team wants out of the workshop (15 points)
O. Form a conga line and conga from one end of the room to another (5 points; bonus 10 points if anyone joins you)

See page 2 of the handout booklet.

8. Activity #2 (20 minutes)
SHORT TERM PLANNING

Plan your weekly schedule and monthly schedule.

For this activity, teens are incorporating what they have learned in this program with a bit of creativity.

Provide teens with two blank sheets: weekly schedule and daily schedule. Have them fill in their current block schedule. They are free to decorate the schedules as they feel fit with all of the materials provided.

Discussion: Is this their ideal schedule? After this program, are there ways they can adjust it?

See pages 3 to 4 of the handout booklet.

9. Activity #3 (15 minutes)

LONG TERM PLANNING

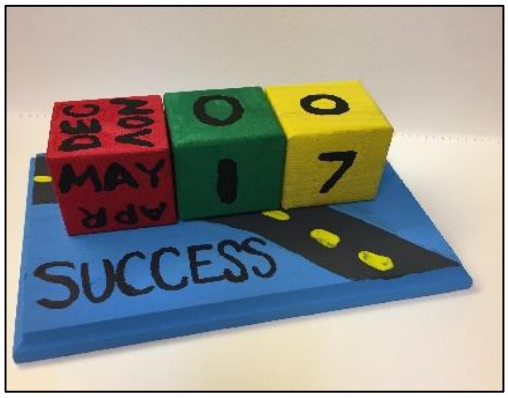
- Let's have you line up in order with cards with the following tasks: Go to the library, Wait for books, Read books, Write Report, Project Due.
- We want to find out when you should go to the library in order to complete your assignments by the due date.
- Estimate the time it will take to write the report and write that amount of time on the card. Estimate the time it will take to read the books and write it on the time card.
- If you request books from another library, you should allow for two weeks minimum to allow for enough time to have them sent from another branch. Write "1 - 2 weeks on card"
- Now, let's add up all the time you've estimated to see that you've estimated to see that you should come to the library at least (3 - 4 weeks) before your paper is due.

See pages 5 to 10 for handouts.

The attached calendar example shows one way to transfer that information into a schedule. This type of planning tool can be useful not only with your homework assignments, but also when transferring your skills to the workplace.

10. Activity #4 (30 minutes)
After completing the first activities, give your teens time and space to make their own block calendars. Creating the block calendar is rather simple and straightforward, but there are some tips and tricks that will be helpful for the program:

- Do not use too much paint—use a thin coating for a faster dry time. To dry even faster, take a paper towel and gently dab at the paint.
- Paint the plaque first, then paint the blocks. This will allow the plaque more time to dry. It is a good idea to paint the plaque all one color and the wood blocks each all one color.
- Once the paint is dry, use the permanent markers to write the numbers and months on the blocks. If the plaque is dry, you may also use the permanent markers to decorate the plaque.
- While waiting for paint to dry, the Teen Librarian may talk about some time management tips as presented on the PowerPoint presentation or try some of the time management activities (see your flash drive).
- The number placement on the block is as follows in the image below: *please note that the number 6 will double as a 9.



11. While the paint is drying on their block calendars, give your teens the Adult 101 Post-program Survey.

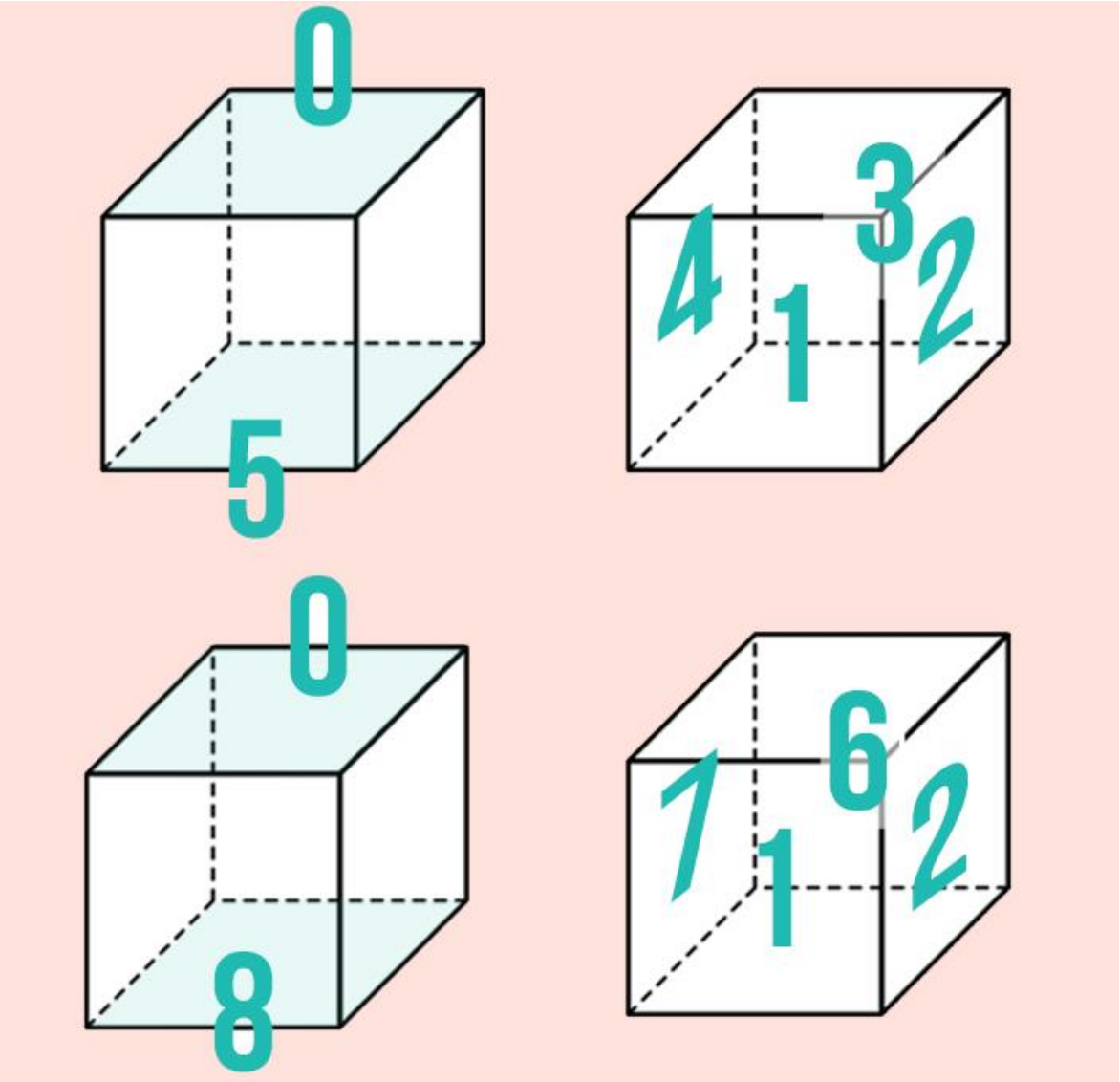
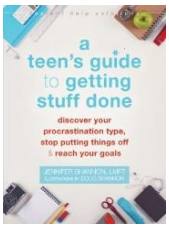


Image credit: http://blog.consumercrafts.com/craft-basics-main/wood-block-diy-calendar/

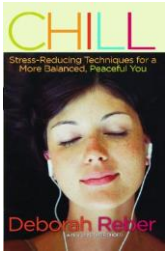
Here are some examples of what you can do with the plaques:

SUGGESTED TITLES

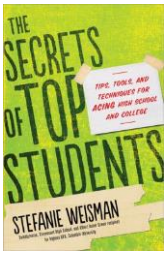
Nonfiction



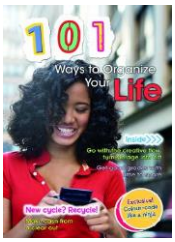
YA 153.8 Shannon
A Teen's Guide to Getting Stuff Done: Discover Your Procrastination Type, Stop Putting Things Off & Reach Your Goals by Jennifer Shannon
ISBN: 9781626255876
Summary description: Do you procrastinate? If so, what's your procrastination type? This book will help you to recognize your procrastination habits, discover the strengths of your unique procrastination type, and find the motivation you need to meet your goals.



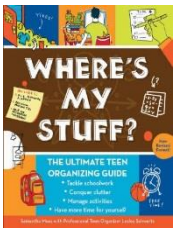
YA 155.90420835 REBER
Chill: Stress-reducing Techniques for a More Balanced, Peaceful You by Deborah Reber
ISBN: 9781416955269
Summary description: You are part of the most overscheduled, overprogrammed, and overwhelmed generation on the planet. And CHILL can help you manage it all! It's just a matter of having the right frame of mind. So relax, take a deep breath…and chill.



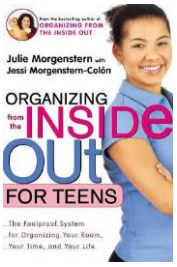
YA 371.30281 WEISMAN
The Secrets of Top Students: Tips, Tools, and Techniques for Acing High School and College by Stefanie Weisman
ISBN 9781402280795
Summary description: Getting a passing grade is one thing--cramming to memorize facts, finishing a paper just before the deadline--but being a top student is something else entirely. So what's the difference between a good student and a top student? Learn strategies on making the grade with first-hand advice from 45 top students!



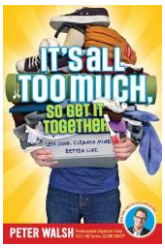
YA 646.7 UNDERWOOD
101 Ways to Organize Your Life by Deborah Underwood
ISBN: 9781410938992
Summary description: This book gives 101 strategies for staying on top of your life. From schoolwork to chores, these tips will help readers plan their days and weeks. It offers advice to teens on getting organized, covering such topics as bedrooms, backpacks, study spaces, closets, photographs, collections, and time management.



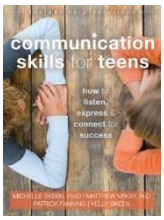
YA 640 MOSS
Where's My Stuff? By Samantha Moss
ISBN: 9780981973371
Summary description: This title offers advice on how to organize school-work, lockers, bedrooms, and even one's schedule. Written in collaboration with professional teen organizer Lesley Schwartz, this book includes a hilarious quiz and provides great advice about things like decision making and closet purging.



646.700835
Organizing from the Inside Out for Teens: the Foolproof System for Organizing Your Room, Your Time, and Your Life by Morgenstern, Julie.
ISBN: 0805064702
Summary description: A mother-daughter team joins forces in giving teens practical advice on how to get organized. The comprehensive volume opens by assessing the symptoms of disorganization, providing a diagnosis and offering a prescription for change.



YA 640 WALSH
It's All Too Much, So Get It together by: Peter Walsh
ISBN: 9781716995494
Summary description: The stress of making important decisions for the first time can be overwhelming--but a little de-cluttering can go a long way. The author helps to identify problem areas and outlines unique steps to streamline the process of clearing out the clutter and addressing everything from dealing with family to evaluating goals.



YA 155.5136 SKEEN
Communication Skills for Teens: How to Listen, Express, and Connect for Success by: Michelle Skeen
ISBN: 9781626252639
Summary description: Communication is an essential life skill that every teen must learn. This title will teach you the necessary skills--such as assertiveness, active listening, and compassion--to become an effective communicator for life.

Online Resources

- Lynda.com – Time Management Course
- Homework Help and Test Prep. Located under Homework Services on the Teen Page.
- Gale Virtual Reference Library – Time Management and Time Management 101 articles.

REFERENCES

Forest. Stay focused, be present. Retrieved July 17, 2018 from https://www.forestapp.cc/en/.

Stop Wasting Time at Work: 7 Productivity Tips to Help You Get It Done. (2017, June 16). The Crossover Blog. Retrieved July 17, 2018 from https://medium.com/the-crossover-cast/stop-wasting-time-at-work-7-productivity-tips-to-help-you-get-it-done-d7fc8d9dc3fd.

Zimmerman, K. Is Your Cell Phone Killing Your Productivity At Work? (2018, March 26). Forbes Magazine. Retrieved July 17, 2018 from www.forbes.com/sites/kaytiezimmerman/2017/03/26/is-your-cell-phone-killing-your-productivity-at-work/#b7951b1605ca.