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|  | **First Steps: Understanding the World of Work through Career Technical Education** is a standard-based, CTE focused, career development curriculum for students in grades 7-8. The First Steps logo indicates instructional resources are aligned to the [First Steps Standards](https://cte.idaho.gov/Resource_Catalog/Program_Areas/Middle_School/TheIdahoMiddleSchoolCTEInitiative.pdf) and IDCTE approved! |

**First Steps Standard(s):** Domain3: Career Exploration (How do I get there?) 1. Efficiency and Productivity (How do I turn an interest into a plan?) D. Manage time and resources and track progress throughout the term

**Career Activity Curriculum Topic:** How Do I Balance it All?

**Learning Outcomes:** Students will be able to (SWBAT)

1. Reflect by taking a self-inventory of time-management skills and identify how to improve.
2. Utilize the Priority Matrix to organize different tasks by levels of urgency.

**Activity Summary:** In this lesson,students will take a self-inventory of time management skills. They will identify what they are doing well, and how they can improve their time management. The students will use the knowledge of their time management skills to practice prioritizing tasks and practice time management.Students will be able to use the Priority Matrix to organize tasks into urgent, not urgent, important, and not important.

**Estimated Time:** One 45-60-minute class period

**Suggested Grade Level:** 8th Grade

**Materials Needed:**

* Teacher Materials: Computer/projector, handouts (Assignment Sheet (1 per student), Task List + Priority Matrix (1 per group/partner/student etc.)., scissors, place to display matrix (posters, whiteboard, easels, etc.))
* Student Materials:Pen/pencil, assignment sheet (task list +priority matrix w/ group, partner, or individual), tape/glue stick, device with web access

**Academic Vocabulary:**

**[Efficiency and Productivity (Quizlet Review)](https://quizlet.com/410912189/2020-14-efficiency-and-productivity-diagram/)**

1. prioritize
2. urgent
3. important
4. procrastinate
5. resource
6. sustainable
7. task
8. time management
9. task management
10. resource management
11. productivity
12. efficiency

**Introduction:** Time management is an important skill that helps keep work and priorities under control. It also helps reduce stress. You’ve heard the saying…*time is money.* Wasted time is also a waste of money and a drain on resources for employers. You need to be aware of your own time management skills and how you can strengthen areas that may need improvement. By the end of this activity you will have completed a few activities to help practice time-management and task prioritization.

**Learning Activities/Procedures:** Use slide deck.

1. Go through the slide deck on time-management and prioritizing resources.
2. If desired, review the terms listed using the linked Quizlet. with your students to go over the key vocab and “words to know.” If not – it would be helpful to pause and define “urgent” “important” “prioritize” and “productivity”
3. Review “Productivity vs. Busy Work” – have students complete the brainstorming on the top part of their assignment (what does “busy work” look like in your day to day life?)
4. Explain/discuss the examples of busy work in the workplace vs. school and home. Help them to differentiate between the intention behind the work and how that effects the productive vs. busy work.
5. Have students access the time-management surveys or offer another alternative. Remind them to read through results and answer the accompanying questions.
   * [Time Management Quiz](http://www.workingresources.com/timeselfmanagementsurvey/time-self-management-quiz.html)
   * [How Good Is Your Time Management?](https://www.mindtools.com/pages/article/newHTE_88.htm)
6. Have students quickly summarize their survey results on the assignment sheet and then lead a discussion- How did it go? Are there areas you can improve?
   * Start by explaining that understanding and acting upon the difference between urgent tasks and important tasks can make a tremendous difference in your day.
   * Introduce the “Priority Matrix”. Emphasize how lack of priority can lead to not finishing a task or doing them poorly.
7. Define and discuss each quadrant: (Slides 6-8)
   * Quadrant 1: Urgent and Important- These tasks are number ONE on your to-do list. Do these first.
   * Quadrant 2: Not Urgent but Important- These tasks are serious and if they aren’t taken care of may move to the first quadrant. Plan your day to make sure these can get completed. Do these next.
   * Quadrant 3: Not Important but Urgent- These tasks can be put off until a bit later. If we aren’t careful, these can waste valuable time. Do these later.
   * Quadrant 4: Not Urgent or Important- These tasks are serious time wasters. Do not bother to do these tasks unless all of your other Quadrant 1-3 tasks are completed and you have the time.
8. Divide your class into small groups (Give each group a copy of the [Priority Matrix and Task List](https://www.realityworks.com/wp-content/uploads/2020/03/1035930-05-RealCareer-Employability-Skills-Student-Workbook.pdf)

(pg. 23-25) Explain that each group has a list of work tasks that they will need to prioritize into the quadrants. There is no absolute “wrong” or “right” answer. Each group should come to a consensus as to what they believe is appropriate for each quadrant when compared to all of the other tasks on the list.

1. Have each group cut the tasks list apart and tape/glue them in the appropriate quadrants as identified by the group.
2. Allow for groups to discuss for approximately 15 minutes.
3. Call the class back together. Read off each task and ask each group to identify the quadrant they put it in. The class majority rules: put each task in the quadrant most groups agreed with.

**\*\*NOTE:** This activity could also be completed in partners, individually, or as a whole class depending on your preferences.

1. Have students complete a priority matrix for 5-10 items on their own “To-Do” List for the day/month/year.

**Accommodations/Adaptations/Extensions**

**Accommodation:** Provide definition list for challenging vocabulary, provide shortened options for individual work sections, complete the priority matrix activity with partners or groups, cut the task list ahead of time, eliminate distracting tasks from the list, etc.

**Adaptation:** Virtual: Create an online matching game (using the same tasks) for virtual students to complete the priority matrix activity, they can complete the discussions via a discussion board or forum

**Extension:** Students read the article [Being Busy is Not Productive](https://www.puzzlemarketer.com/being-busy-is-not-being-productive/) when they are done, they should be able to identify several tips/tricks that are offered to help with being more productive. Challenge them to turn one of these tips into a poster, infographic, meme, etc.

**Evaluation:** Students will complete and submit the assignment sheet, with their own complete priority matrix. Be sure to check for understanding with completing or reviewing the matrix together, so students are set for success when they create their own.

**Closing:**

Using good time management strategies is important. Learning how to prioritize your tasks list into the four quadrants will help you accomplish more throughout the day. Ask yourself the following questions:

1. What is urgent and important?
2. What is important but not urgent?
3. What is urgent and not important?
4. What is not important and not urgent?

**Resources/References:**

* RealCareer™ Employability Skills Program
* [Puzzle Marketer | Being Busy is Not Being Productive](https://www.puzzlemarketer.com/being-busy-is-not-being-productive/)
* [Working Resources - TIME / SELF-MANAGEMENT QUIZ](http://www.workingresources.com/timeselfmanagementsurvey/time-self-management-quiz.html)
* [How Good Is Your Time Management? - from MindTools.com](https://www.mindtools.com/pages/article/newHTE_88.htm)