

## Lesson 3: First Things First

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### Opening:

Do you think that you are “busy” if so why, if not why?

### Mini Lesson:

Time management is something we really do not give a lot of thought to, yet most of us think that we are busy.

What is procrastination? How many of you think that you are a procrastinator. What are some things you procrastinate doing? Why?

What are some benefits to learning time management skills?

1. less anxiety
2. more independence
3. more time for friends and family
4. better performance in school
5. Success
6. more opportunities to rest and unwind

<https://youtu.be/v5ZvL4as2y0>

### Application:

Time Management Game (see game instructions)

Review this article in small groups. Each group will take one-time management tool, read about it. discuss the pros and cons and then teach the class about it.

[https://blog.hubstaff.com/time-management-tools/?ab=nav\\_v2&fbclid=IwAR0DMttmLz2GtQIHafZyECtV8K3WvkoEyIU-V-peKr\\_sFGXaSXweK\\_wWQQ](https://blog.hubstaff.com/time-management-tools/?ab=nav_v2&fbclid=IwAR0DMttmLz2GtQIHafZyECtV8K3WvkoEyIU-V-peKr_sFGXaSXweK_wWQQ)

Day Long Analysis: Use the worksheet to analyze the time you spend doing things in the morning. Don't forget the time you spend sleeping, sitting around and screen time! Check your screen time on your phone!

### Closing

How are you going to start managing your time better? How will that help you become more successful?