

Time Management

1. Review Last Meeting

- a. Attitude – your mind is like a computer, you can program it to have a happy attitude.

2. Time (asset)

- a. Something we all have the same amount of. You have no more than I have – I have no more than Bill Gates or Polad. Neither rich or poor nor happy or depressed we will all have the same amount each day.
- b. If we all have the same amount won't life be more rewarding if we lived it Happily? (Attitude – some people love to be misserable)
- c. Time Equals Money.

(wait for answers)

How do you think Bill Gates spends his time ? ?

How do you spend your time ? ?

What do you think Bill Gates' work habits or time management are like?

3. Project

- a. Everyone take a piece of paper out and list the (3) most important things you need to do today.
- b. List the most important thing you need to do this week, this month and this year.

Congratulations, you have just become the Top 20% Most Organized and Time Effective People in the World.

- c. Now put it to work. Follow up.
1. What is the 1st thing you should do today?
 2. Before you go shopping – Before you watch ESPN – Before you make social plans. Don't procrastinate and think it's too hard. Don't say, "I don't like to do it" Just sit down and get it done.
4. Daily planning goals. Putting them in priority – the most important task.
- a. Ask the other Rotary members how they organize their time?
 - b. Explain how I do it the night before I go home.
5. Questions
- a. How many of you work with a planning calendar?
 - b. Do you write your deadlines on them?
 - c. Do you write a date to get started?
6. What are the biggest reasons why you don't complete your work on time? (List)
7. What if you put yourself in a position to avoid these? (Give examples) (List)
8. Quote: "If you don't plan your day someone else will plan it for you." (Distractions)
9. As you go through your working career you need to concentrate on things you are good at and like to do.

~~Example: Tracy Salinas - 11/11/2008~~

~~Example: My situation - Greg taking me out to lunch~~

Simple Time Management

(have students write this up)

1. Use a monthly planner to set your schedule
2. Spend 10 minutes each day planning the (3) most important things you need to complete tomorrow.
3. When tomorrow comes the 1st thing you do is the 3 most important things from yesterday's list.

If you can implement these 3 simple changes in your life you will be in the Top 15%

Your mind is like a computer: You can program it to be happy.

- * Spend a few minutes discussing Strive Program:
 - Vast amount of experience from business world
 - Little things we have learned in our life that you can use to expand your life.

TNT IDEA: Instead of using random or nonsensical saying when writing your phrases, use motivational quotes or facts from a unit that you are studying.

WHO TO BELIEVE

TOPIC AREA: Decision Making, Media Influence, Peer Pressure

CONCEPT: We make decisions all of the time. But on what information do we base our decisions? Where do we get our information to make informed decisions? We must be sure that the people we listen to have credible information rather than incredible information. Do they have anything to gain by leading us astray? On what basis do we determine who to listen to and who to ignore? What role does trust play when accepting advice from others? Does the media always tell the whole truth?

METHOD: Classroom activity

TIME ESTIMATE: 10 minutes plus discussion time

MATERIALS NEEDED:

- 1 blindfold for every three people
- 5 small pieces of paper for every three people

ACTIVITY: Before you begin the activity, use one piece of paper per letter and spell out the word "right". Repeat this until you have enough spellings of the word "right" for each team of three. Now divide your group into teams of three. Give each team a blindfold and a set of papers that spell the word "right". Blindfold one team member and instruct them that their job is to spell out the word "right". Assign the roles of correctly helping the speller and incorrectly helping the speller to the other

two members of the team. These two helpers may verbally give advice and encouragement regarding the placement of the letters. They may not touch the letters.

Do not let the blindfolded person know which helper will be giving them the correct advice and which one will give them incorrect advice. Allow approximately sixty seconds for the blindfolded person to spell "right". After time has expired, have the spelling checked. Repeat the process for two more rounds so each person has experienced all three positions. Rotate the teams after each round so the same people don't keep working together. If the blindfolded person spells the word correctly, they receive 100 points and the person who was helping them spell it correctly gets 100 points. If the word is spelled incorrectly, the person who was telling them wrong receives 100 points.

DISCUSSION IDEAS:

"What" Questions

- How many points did you get during the three rounds?
- Which of the three positions did you enjoy the most? Why?
- Which of the three positions did you enjoy the least? Why?
- What strategies did you use to determine which helper to listen to?
- What strategies did you use to get the speller to believe you instead of the other helper?

"So What" Questions

- How can we compare this activity to making a decision?

- How do we determine which people to listen to when asking for advice?
- How much influence do our friends have on the decisions we make?
- How much influence do people we really don't know very well have on the decisions we make?
- What role does peer pressure play in making decisions?
- What are some decisions we make where we welcome input from others?
- What are some decisions we make where we don't want input from others?
- Is input from others always helpful? Explain.
- What role does trust play when getting input from others?
- Does the media always tell the whole truth?
- How do advertisers try to influence what you think?

"Now What" Questions

- What should you do before taking advice from someone?
- Why is input from others sometimes helpful when making a decision?
- How can we help prevent peer pressure from forcing us into a poor decision?
- How can we tell hype from fact when dealing with the media?

TNT IDEA: Blindfolds can cause problems. Just have the students close their eyes or cover their eyes with one arm.

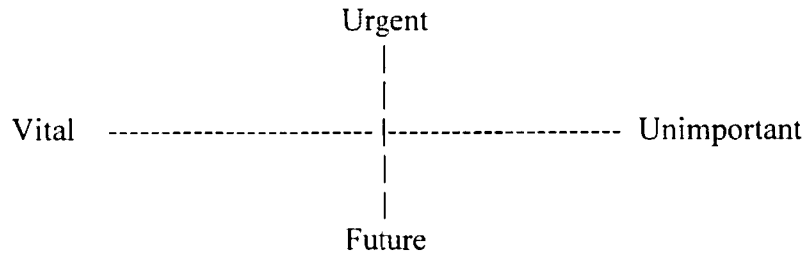
STRIVE

Time Management and Priorities

Time is an asset...use a planner.
We all have the same amount.
Time equals money.

Three most important things you need to do today? Tomorrow?

How do you set priorities?



Where would you place the following activities?

Sleep
Eating
School
Studying
Work
Watching TV
Exercising
Telephone
Video Games
Time with boy/girl friend
Reading

Which quadrant makes the most impact to change your life:

Short term?
Long term?

Three most important thing this week, month year?

Why do you not complete your work on time?

“If you don’t plan your day someone else will plan it for you.”

Distractions