

Time and Financial Management Lesson Plan

I) Intro to Time Management (8 Minutes)

- **Ask Class:** You guys have all taken Geography and Astronomy, right? Out of all the resources available in this world and this universe, what is the most precious commodity?
 - **Answer:** Time, is precious, but it is scarce commodity.
- **Continue Discussing points on PowerPoint**

II) Challenges that we face with Time Management. (8minutes)

- **Ask Class:** “What is the Number one killer of all *time*?”
 - **Answer:** Procrastination.
- **Ask Class to define:** “Procrastination???”
 - **Answer:** putting off or delaying or deferring an action to a later time or date. (putting off things that you should be doing now)
 - **Show Video:** <http://www.youtube.com/watch?v=ItMFWpKofSg&feature=fvvr> (Takes up 1:31 time)
- **Ask Class:** What are some things that cause you to procrastinate?
 - (Facebook, Excuses, Distractions, Online Browsing, or simply waiting for the right mood or right time, etc.) Really anything can be use to cause us to procrastinate.
- **Ask Class:** Can you eliminate procrastination? What you can do is minimize your amount of procrastination?
- **Briefly discuss points on the PowerPoint about: Disorganization, Unexpected events, Not Following Through with plan.**

III) Steps to Managing Time Effectively (8 minutes)

- **Discuss points on Organization**
- **Discuss points on Prioritization**
 - **Show Video:** <http://www.youtube.com/watch?v=j6m9WnNdpSw> (Takes up 1:41 Time)
 - **Explain:** Franklin Covey Big rocks and Small Rocks Scenario
 - **Explain:** Franklin Covey Time Management Matrix (pass out hand out)
- **Discuss points on Execution:**
 - **Explain:** How to Create and Use an Action Plan (pass out hand-out)

IV) Other Tips and Advice That Saves You More Time (5 Minutes)

- **Discuss points on How to Save More Time** (pass out hand-out)

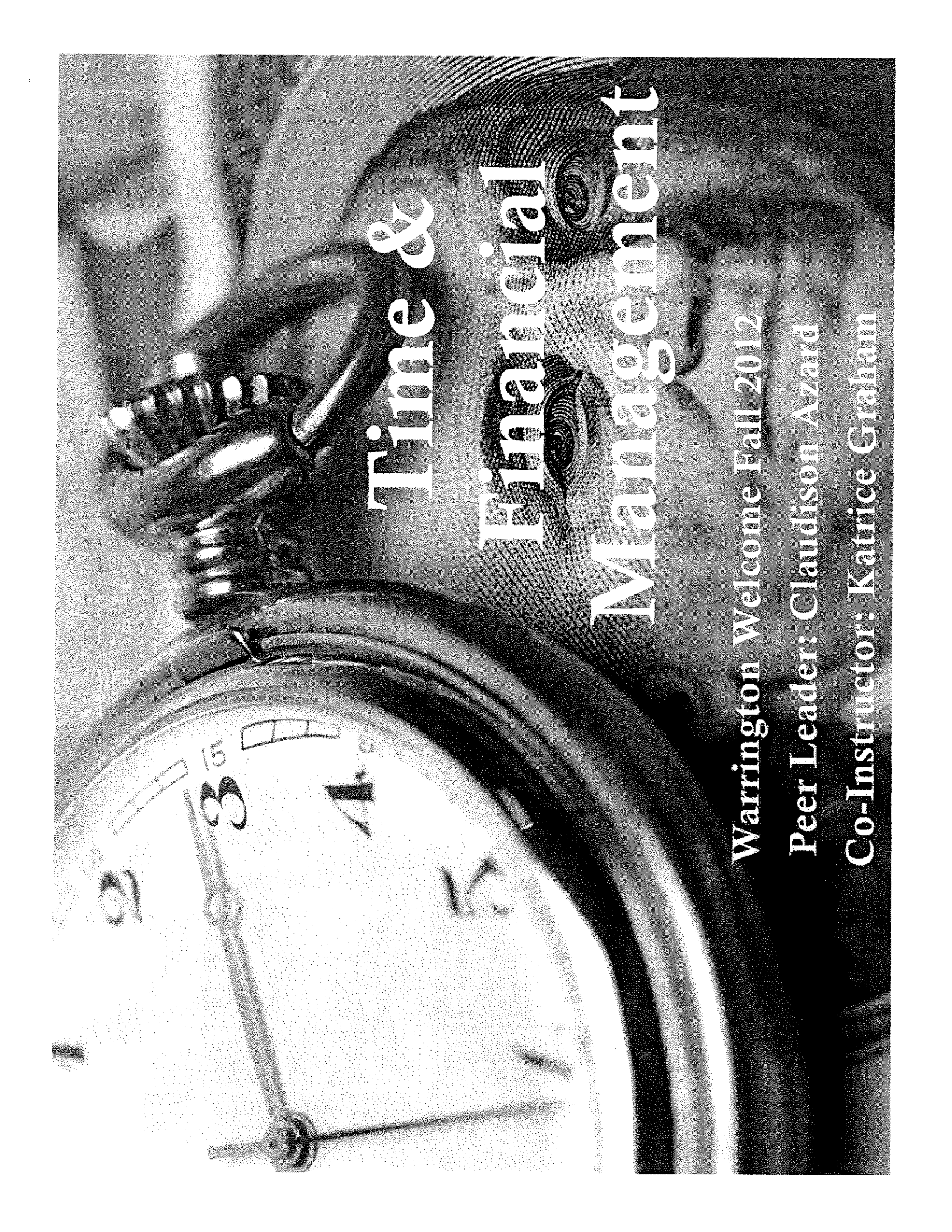
V) Time is Money Transition? (10 Seconds)

- Make the Transition from Time Management to Financial Management:
 - “For those of you who go by the saying: “*Time is Money*”; well you learned how to manage your time, now it’s time for you to learn how to manage your money.”

VI) Financial Management Section (25 Minutes)

- Enactus (Formerly Known as SIFE) makes financial management presentation.*

*To contact Enactus for a presentation please contact Darren Constantine by the following channels:



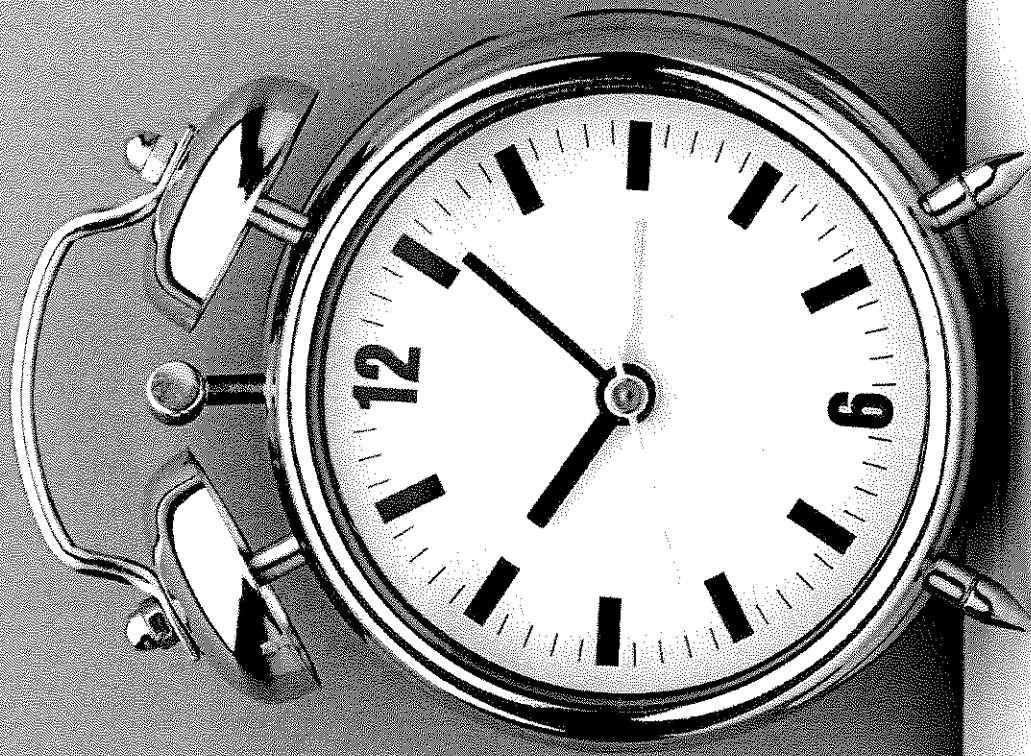
Time & Financial Management

Warrington Welcome Fall 2012

Peer Leader: Claudison Azard

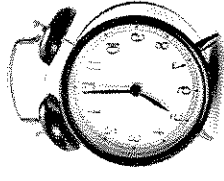
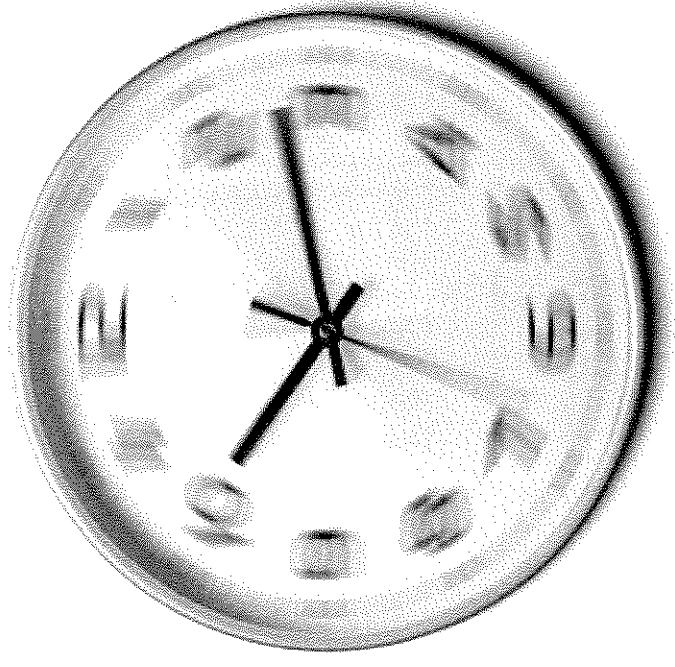
Co-Instructor: Katrice Graham

Time Management



TIME—A Precious Commodity

- ☐ Precious, yet Scarce
- ☐ Does not stop for *any body*
- ☐ Be wise with your Time
- ☐ Beneficial, if you manage it



Challenges of Time Management

- ❑ Procrastination

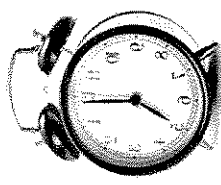
- ❑ Video:

<http://www.youtube.com/watch?v=ltMFWpKofSq&feature=fvsr>

- ❑ Disorganization

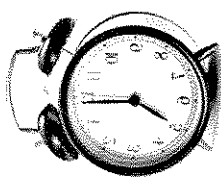
- ❑ Unexpected Events

- ❑ Not Following Through



Steps to Managing Time Effectively

- ☐ Organizing
- ☐ Prioritizing
- ☐ Executing



Time & Organization

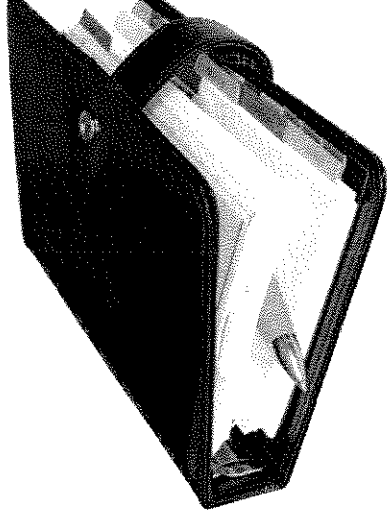
- ☐ Have an Agenda

- ☐ Book

- ☐ Online

- ☐ Phone

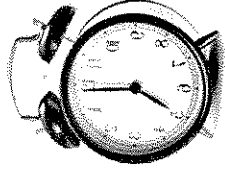
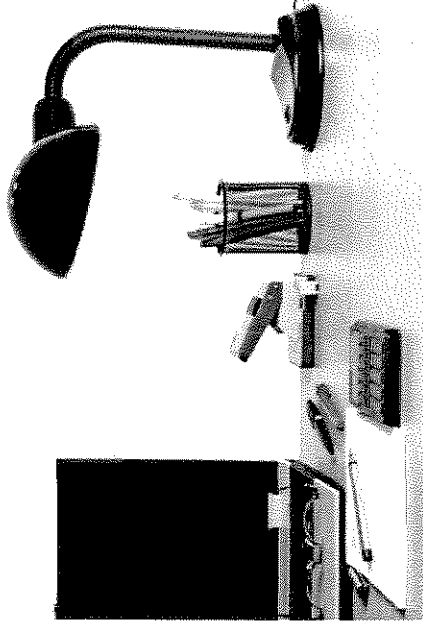
- ☐ Ipad



- ☐ Clean Work Area

- ☐ Waste Less Time

- ☐ Peace of Mind

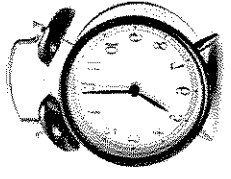
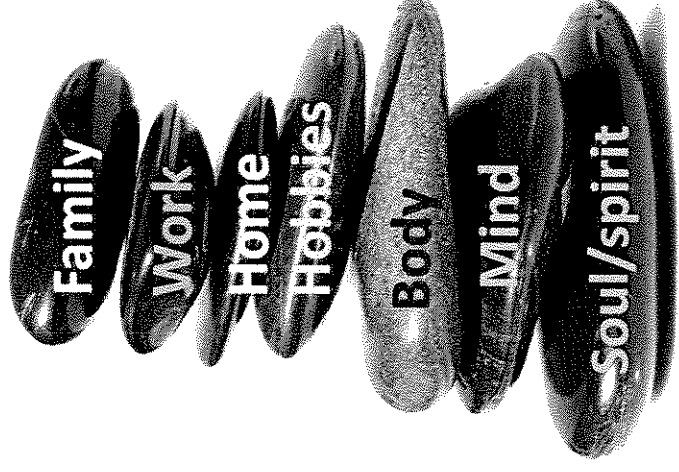
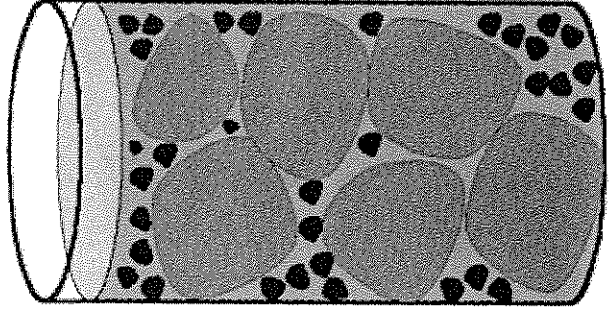
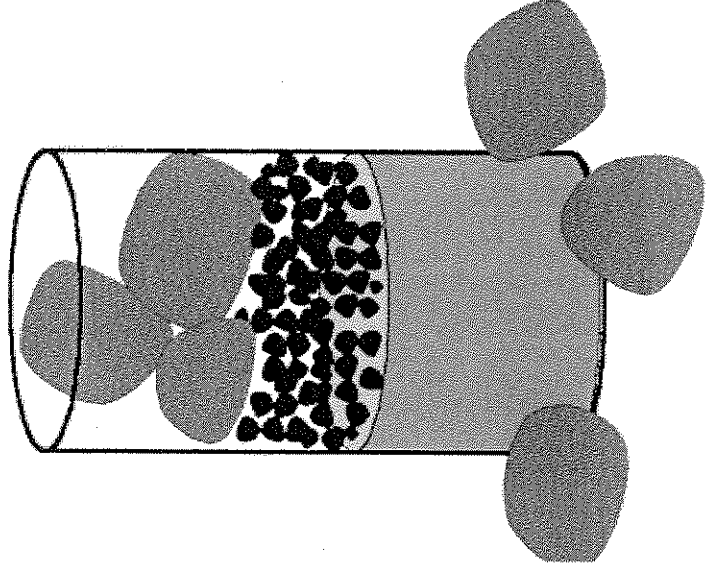


Time & Prioritization

□ Big Rocks and Small Rocks

□ Video:

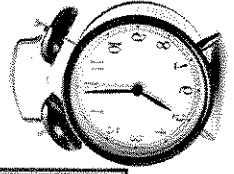
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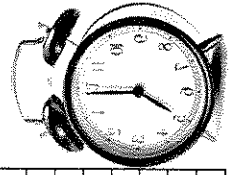


Time & Prioritization

☐ Time Management Matrix

	Urgent	Not Urgent
Important	I ▶ Crises ▶ Pressing problems ▶ Firefighting ▶ Major scrap and rework ▶ Deadline-driven projects	II ▶ Prevention ▶ <i>Production capability</i> activities ▶ Relationship building ▶ Recognizing new opportunities ▶ Planning ▶ Re-creation
Not Important	III ▶ Interruptions ▶ Some calls ▶ Some mail ▶ Some reports ▶ Some meetings ▶ Proximate pressing matters ▶ Popular activities ▶ Some scrap & rework	IV ▶ Trivia ▶ Busywork ▶ Some mail ▶ Some phone calls ▶ Time-wasters ▶ Pleasant activities



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Other Tips for Managing Time

- ❑ Don't Over-Schedule
- ❑ Consolidate Tasks
 - ❑ Will help you catch small pockets of time
- ❑ Use your productive hours
- ❑ Learn to say “No”
- ❑ Allow time for unexpected events.
- ❑ Schedule time for fun