

Student-Led Time Management Unit

Project Directions

Your Challenge

You and your group will become the class experts on one important time-management skill. Your job is to teach your classmates what the strategy is, why it matters, and how they can use it in real life.

What Your Group Must Do

- Teach your assigned time-management strategy.
- Explain why the strategy is important.
- Explain when a student would use it.
- Explain what can happen when the strategy is not used.
- Give 2–3 practical ways students can use the strategy.
- Create and perform two short skits that show the strategy being used incorrectly and correctly.
- Engage your classmates through questions, discussion, or another brief activity.
- End with practical takeaways your classmates can use.

1. Teach Your Strategy

Make sure your lesson answers these questions:

- What is this strategy?
- Why is it important?
- When would a student use it?
- What can happen if a student does not use it?
- What are 2–3 realistic ways to use it?

2. Create Two Skits

Your group must create two short skits. The skits should be realistic, easy to understand, and connected directly to your assigned strategy.

Skit #1 — “The Wrong Way”

Show a student or group of students struggling because they are not using the time-management strategy. Make the problem clear to the audience.

Skit #2 — “The Better Way”

Show the same or a similar situation, but this time demonstrate how using the strategy leads to a better result.

3. Teach Your Classmates How to Use the Strategy

Do more than explain the strategy. Help your classmates see how they could use it in their own lives. Use realistic school situations such as homework, projects, studying, activities, sports, chores, or getting ready for school.

4. Work as a Team

Every group member must contribute. Your group should divide responsibilities fairly and make sure everyone has a meaningful role in preparing and presenting the lesson.

Possible group roles include:

- Lead Teacher — helps teach and explain the strategy.
- Researcher — finds and organizes useful information and examples.
- Skit Director — helps plan and organize the skits.
- Writers/Actors — help write and perform the skits.
- Activity Leader — leads questions, discussion, or audience participation.
- Timekeeper — helps the group stay within the 10–15 minute time limit.

Your Lesson Structure

Plan your 10–15 minute lesson using a structure similar to this:

- Hook — 1–2 minutes: Get the class interested in your topic.
- Teach — 3–4 minutes: Explain your strategy and how to use it.
- Skit #1: “The Wrong Way” — about 2 minutes.
- Quick Discussion — about 1 minute: Ask the class what went wrong.
- Skit #2: “The Better Way” — about 2 minutes.
- Takeaway — 1–2 minutes: Give your classmates practical advice they can use.

Your Group’s Assigned Skill

1. Prioritization

Teach your classmates how to decide what needs to be done first when several tasks compete for their attention.

Example: A student has homework, a test to study for, a project, and plans with friends. Which should come first, and why?

2. Breaking It Down

Teach your classmates how to turn a large or overwhelming task into smaller, manageable steps.

Think: Big Task → Smaller Tasks → First Step. Example: A research project is due in two weeks.

3. Using a Schedule

Teach your classmates how to decide when they will actually complete their tasks and how to plan ahead.

Example: A student has four assignments due during the week but waits until Thursday to start planning.

4. Avoiding Distractions

Teach your classmates how to identify distractions and create an environment that helps them focus.

Examples: phones, games, YouTube, social media, notifications, TV, friends, or trying to multitask.

5. Building in Breaks

Teach your classmates how planned breaks can help them maintain focus and avoid becoming overly frustrated or tired.

Make sure your skit shows the difference between a planned break and simply getting distracted or avoiding work.

Remember: Everyone is responsible for contributing to the success of the group.