Time Management Lesson 4

A Balance Day

Overview: Students will learn how to create a balanced schedule. They will recognize the importance of appropriate planning.

Introduction: Now that you have established what is urgent (important) and non-urgent (less important), let’s take a look at how a balance day will look for you. Remember, that a balance day does not mean that every activity is split up evenly. As you consider how to balance your day, here are some simple questions you can ask yourself.

* How much time do I need to finish my work?
* How much time do I need to relax and unwind?
* How much sleep do I need to feel refreshed for the next day?

Review the time piece in Lesson 2 to answer the following questions.

1. Are there certain areas that you would be okay with changing? (explain)
2. What would happen if you had a major project to do? What would change on your daily routine?