



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Define procrastination and recognize why people do it.
- Apply the time management matrix to their lives.

Time: 20 minutes

Equipment and supplies:

- Flip Chart paper or Large Poster Paper
- Tape (if needed)
- Markers
- Copies of Time Management Matrix Worksheet
- Pens or Pencils

Do Ahead:

- Review lesson
- Gather equipment and supplies.
- Optional: Teach Time Management for Teens in Teen Leadership 20.

http://www.ohio4h.org/sites/ohio4h/files/imce/books_resources/DesignTeam/Time%20Management%20for%20Teens%20FINAL.pdf

Time Management for Teens Part 2

BACKGROUND

Many teens (and adults) suffer from a serious condition called *Procrastination*. The condition causes resistance to tasks, projects, and other responsibilities and inhibits our self-discipline and productivity. Symptoms may include feeling overwhelmed, bored of the task at hand, lack of urgency because “there is plenty of time before the deadline”, lack of purpose due to “not seeing the point of this assignment”, and many other perceived challenges that decrease motivation.

Procrastination is delaying what you need or want to do at a later time. With all the distractions of technology like social media, the Internet, and television, both teens and adults are prone to put off duties till the last possible minute. Overcoming procrastination is an essential skill when beginning to take on more responsibilities. This lesson is meant to recognize procrastination and learn a time management strategy to prioritize your time more efficiently.

WHAT TO DO

Activity 1:

1. First, ask participants what they think procrastination is. Have participants discuss what they think procrastination is and what it means to them. Let them list some examples.
2. Using a flip chart, paper, or a large poster paper, have participants brainstorm and list what people put off in one column and why they procrastinate in a separate column.

Activity 2:

1. Ask participants what their priorities are. What do they think their priorities should be? Have participants discuss if there is a difference. **Optional:** Use list of activities in the last 24 hours from Time Management Lesson.



Sources: Wilson, T. (2017) *Time Management Success: Do What Matters- Lesson 5: The Time Matrix*. Retrieved from <http://www.time-management-success.com/time-management-lesson-plan.html>

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WHAT TO DO

Activity 2 Continued:

2. Distribute the copies of the Time Management Matrix Worksheet to the participants. Explain the following quadrants to the participants:

Quadrant 1: Urgent & Important- Things that NEED to be done. Ex) coursework deadlines, emergencies, etc.

Quadrant 2: Important but not Urgent- Ex) Family time, spending time with friends, exercising, etc.

Quadrant 3: Urgent but not Important- Things that *seem* to be worth doing. Ex) Popular activities, meetings, easy tasks, interruptions, etc.

Quadrant 4: Neither Urgent or Important- Ex) Television, texting, surfing the web, video games, etc.

3. Have students use the Time Management Matrix Worksheet to add their personal activities in each quadrant. **Optional:** Use their list of activities in the last 24 hours from Time Management Lesson.

TALK IT OVER

Reflect:

- How could you limit the amount of time you waste?
- What are some other strategies you could use to make sure you do not procrastinate?
- What are some ways you can do the things that have no deadline but are important without putting urgent and important things off?
- What are some things you end up doing but regret because it's not important?
- Do you leave things until the last minute? If so, does this work? Why or why not?

Apply:

- Have participants write down three ways they could prioritize their time more effectively.
- When working with clubs or extra-curricular groups, discuss with others how your organization can prioritize their time more efficiently using the time management matrix.

Considerations for Conducting Virtually:

- Activity 1: Screenshare and use the whiteboard/annotate feature for brainstorming.
- Activity 2: Send the "Time Management Matrix" handout via email ahead of the meeting or in the chat box when needed.
 - Make sure participants either have it printed to write in or accessible on their computer. They can also create their own matrix on a blank piece of paper.

Time Management Martix Worksheet

Quadrant 2: Important but not Urgent-

Ex) Family time, spending time with friends, exercising, etc.

Quadrant 1: Urgent & Important-

Things that NEED to be done. Ex) coursework deadlines, emergencies, etc.

↑
IMPORTANT

URGENT →

Quadrant 4: Neither Urgent nor Important

Ex) Television, texting, surfing the web, video games, etc.

Quadrant 3: Urgent but not Important-

Things that *seem* to be worth doing. Ex) Popular activities, many meetings, easy tasks, interruptions, etc.



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