



Teen Leadership 20

Intended Audience:

- Teens

Lesson Objectives:

Participants will:

- Better understand how many minutes and hours are available each day to accomplish important tasks, goals, and priorities.
- Review and evaluate how they spent their time during the past 24 hours to analyze how they could better utilize their time in the future.

Time: 20 minutes

Equipment and supplies:

- Paper
- Pen or Pencil
- Calculator

Do Ahead:

- Review lesson
- Gather equipment & supplies

Time Management for Teens

BACKGROUND

Teens today have an endless stream of activities to juggle and balance including but not limited to being in school, working, playing sports, participating in band, choir, and other musical groups and being actively involved in student organizations and extra curricular activities such as 4-H and FFA. Add in time spent on the internet, social media, watching tv, and a growing calendar of social events such as school dances, dating, parties, and other fun activities and it's no wonder many teens today are stressed out, tired, and not always using their time effectively.

Teens are at an exciting but also challenging time in their lives as they are transitioning from child to adult. For many, during this time they are beginning to take on adult responsibilities such as managing their calendar, driving themselves to and from school, activities, and work. Often times busy teens are starting to realize that their parents or guardians are beginning to trust them with more and more responsibility and time to be on their own.

This lesson is meant to provide a brief introduction to time management for busy teens!

WHAT TO DO

Activity: Tracking My Time!

Ask teens to calculate how many minutes are in a day, week, month, and year.

- 60 minutes x 24 hours = **1,440 minutes in a day**
- 1,440 minutes x 7 days = **10,080 minutes in a week**
- 1,440 minutes x 30 days = **43,200 minutes in a month**
- 1,440 minutes x 365 days = **525,600 minutes in a year**

That is a lot of minutes and no matter how busy we are – we are all given the same amount of time each day, week, month, and year. How we choose to spend those minutes is up to each of us.



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Sources:

- Boy Scouts of America. (2015). Goal setting and time management for venturing crews facilitator guide. Retrieved from http://www.scouting.org/filestore/venturing/pdf/goal_setting_time_management.pdf

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Next think back over the last 24 hours and write down how much time you spent doing the following routine activities. You may add other activities as well. Try to list out all of the activities you did in the last 24 hours or in a typical day.

_____ minutes or hours sleeping

_____ minutes or hours with family

_____ minutes or hours eating

_____ minutes or hours watching tv

_____ minutes or hours reading or studying

_____ minutes or hours communicating with friends (chat, text, Facebook, phone, in person, etc.)

_____ minutes or hours on 4-H activities

_____ minutes or hours playing or practicing sports

Next multiply each activity above by 7 to get an idea of how many minutes or hours you spend doing those activities each week. There are a total of 168 hours each week and we must determine how we're going to use our time to accomplish our goals and priorities.

TALK IT OVER

Reflect:

- After listing out the amount of time you spend each day and week on the activities above – were you surprised by how you're spending your time?
- If you were surprised, what surprised you the most?

Apply:

- Are there any activities you might be able to change or tweak to use your time more effectively? If so, what are the activities and how might you change them to better manage your time?
- If time permits, watch the video at the link below for 5 simple but powerful suggestions for better managing your time.

ADDITIONAL LINKS

<http://go.osu.edu/5tips>

Please take time to complete the Participant and Facilitator evaluations, found online at go.osu.edu/TeenLeadership20.

Considerations for Conducting Virtually:

- Ask each participant to have a piece of paper and pen/pencil with them.
- Either verbally convey or screen share the categories on the Tracking My Time activity (sleep, eating, watching tv, etc).
- When screensharing the video, make sure to 'share computer sound' and 'optimize for video clip' for best results.