### Lesson Plan: Time Management

**Unit:** Leadership Development  
**Topic:** Time Management  
**Level:** High Level ESL and English Speaking  
**Length of Session:** 1 hr 40 min  
**Objective(s):** Complete a daily "To Do" list and a weekly schedule  
**Language Arts Standard:** R2-Relate reading to prior knowledge and experience  
**EFF Standards:** Read with understanding, speak so others can understand, take responsibility for learning, listen actively, plan, reflect and evaluate  

#### Materials

- Script for "One Day Down the Drain"  
- "To Do List"  
- Weekly Schedule  
- Case study for "One Day Down the Drain"  
- Reviewing activities  
- EFF social skills: Work together, Create and pursue vision, Create and pursue vision

#### WARM-UP/REVIEW

- A case study in one act: "One Day Down the Drain"  
- Hand out case study skit  
- Recruit volunteers for the parts  
- Read the skit out loud  
- What was funny about the situation?  
- What did the painter, the plumber and Carlos's friends have to do?  
- What was funny about the situation?

#### EVALUATION

- Review the skit out loud  
- Have you ever been in a situation like this?  
- What if you could have avoided this problem?  
- Is there a way he could have avoided this problem?

#### GUIDED PRACTICE (30 minutes)

- Group Sharing:  
  - What are some solutions you can think of to avoid conflicts with time?

#### PRESENTATION/Demonstration (15 minutes)

- EFF: Work together

#### Group Sharing:

- Is there a way he could have avoided this problem?
  - What if you could have avoided this problem?
  - What was funny about the situation?
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Part Two

Small groups share (group of three)

Reflect:

• Do you have time to complete the items circled on your list?
• If not, what can you do?
• If yes, do you have any extra time during the day?
• What would you like to add from number four?

BEYOND

Close-up: Manage Resources

thinking

SCANS- Creative

Eff. Manage Resources

Directions:

1. Hand out blank weekly schedules.

2. One this schedule put down (in pencil) all activities that you know you have (or you plan on doing). What do you plan to do?

If you had to revise your plan, how would you do about it?

• Can the planning skills we have talked about help solve some of these problems?
• How can we solve these problems? Are there any that can’t be solved? What do we do then?

• What kinds of problems can come up when we plan and complete our plans?
• How did you feel about this assignment?

Part Two

Small groups share (group of three)