

## **Time Management Facilitator Guide**

### **Course Description**

This course introduces participants to ways they can improve their time management skills by reducing time wasting behaviors and thinking patterns leading to increased organization. Participants explore some of the psychological traps that produce ineffective time management and learn tips and tricks that can quickly save time and effort when trying to complete a packed schedule.

Use this grab-and-go content with any class, organization or group where introducing students to helpful time management skills is applicable.

The course is designed to take approximately 45-50 minutes. The course can be easily divided into a series of shorter segments if needed. You have access to the course for one year but can re-register at no cost to extend your access.

---

### **Learning Outcomes**

Successful completion of this course will prepare participants to:

- Recognize ways the brain and thinking patterns contribute to/hinder time management.
  - Critically analyze personal time management effectiveness by creating personal time management tools.
  - Reflect on what values and priorities they want to spend time cultivating and how this impacts effective planning.
- 

### **Course Content**

The course structure consists of the Time Management Profile Packet, which includes:

- Part 1: Expectations
- Part 2: Time Management Profile
- Part 3: Priorities and Values
- Part 4: Eisenhower Decision Matrix

# Time Management Facilitator Guide

---

## Facilitator Materials

- Facilitator Guide.
  - Time Management Profile Packet. Distribution options:
    1. Print and distribute paper copies during presentation or
    2. Email the exercise fillable PDF to participants to complete on their laptop during the session.
  - Jar of Life video <https://www.youtube.com/watch?v=m0hqBlugr7I>.
  - Course evaluation survey for participants. Options for completion of survey:
    1. Print and distribute paper copies or
    2. Email PDF
  - Attendance and Course evaluation survey for facilitators in Brightspace.
- 

## Participant Materials

- “Time Management Profile Packet” based on how you plan to distribute the exercise.
  - Smartphone or laptop for course evaluation survey.
- 

## Time Management Profile Packet

The course takes about 45-50 minutes to complete. Estimated time for each section is provided in the detailed agenda on pages 3-5. Your actual time may vary depending on participant interaction and discussion.

# Time Management Facilitator Guide

Estimated Time	Topic	Instructions
1 min.	Welcome and agenda	Welcome participants, introduce yourself and review the agenda.
3-5 min.	Perceptions of time management	<ul style="list-style-type: none"> <li>• Ask “How many of you often wish there was more time in a day?”</li> <li>• Ask “How have you been influenced to think about time management, success, and the general busyness of life?”</li> <li>• Discuss any negative portrayals of time management in society. (For example: The CEO that always works 80-hour weeks; no time for self-care; etc.)</li> </ul>
7 mins.	Part 1: Expectations	<ul style="list-style-type: none"> <li>• Explain that expectations can be broadly categorized in three forms:               <ol style="list-style-type: none"> <li>1. Self-imposed – expectations we place on ourselves.</li> <li>2. Other-imposed – expectations from people who are close to you or who carry significant weight in your life. For example: friends, family, teachers, etc.</li> <li>3. Socially-imposed – expectations from any idea society holds about how we should operate, think or behave.</li> </ol> </li> <li>• Encourage students to think about how they manage their own time.               <ul style="list-style-type: none"> <li>○ Ask “When thinking about good time management, are there any expectations you can cut out that do not align with your own sense of self?”</li> <li>○ Ask “Are you spending time on certain expectations that do not contribute to personal meaning and satisfaction?”</li> </ul> </li> <li>• Ask participants to complete “Part 1: Expectations” in the Time Management Profile Packet.</li> </ul>
6 mins.	Part 2: Time Management Profile	<ul style="list-style-type: none"> <li>• Have participants complete the activity in “Part 2: Time Management Profile” of the packet.</li> <li>• Ask, “Were you surprised by anything you recorded? Did anything stand out to you as particularly helpful</li> </ul>

## Time Management Facilitator Guide

		<p>or unhelpful when it comes to your own personal time management?”</p>
7 mins.	Part 3: Priorities and Values	<ul style="list-style-type: none"> <li>• Have participants complete the activity in “Part 3: Priorities and Values” of the packet. Encourage them to identify and evaluate their top values and priorities. These should be the aspects that best define their sense of self.</li> <li>• Ask, “How much time do you spend cultivating the aspects you wrote down during a typical day?”</li> <li>• Discuss how spending time on values and priorities contributes to an overall greater quality of life.             <ul style="list-style-type: none"> <li>○ How does your list compare to societal pressures?</li> <li>○ How can you organize your routine to allow for your values and priorities?</li> <li>○ What aspects might you need to eliminate to make this time?</li> </ul> </li> <li>• Play the jar of life video to better explain this concept. Feel free to pause video at 1:42. <a href="https://www.youtube.com/watch?v=m0hqBIugr7I">https://www.youtube.com/watch?v=m0hqBIugr7I</a></li> </ul>
6 mins.	Part 4: Eisenhower Decision Matrix	<ul style="list-style-type: none"> <li>• Explain the Matrix.             <ul style="list-style-type: none"> <li>○ The Eisenhower Decision Matrix is a tool to determine what is urgent and important to better plan tasks.</li> <li>○ Urgent matters are those that are time sensitive. They have strict deadlines, or you have a narrow window of time to complete/participate in the activity.</li> <li>○ Important matters are those that help you reach a goal, involve people, or values you care about, or are asked of you by people of importance.</li> </ul> </li> <li>• Have participants identify 1-2 items for each of the four quadrants. Examples:             <ul style="list-style-type: none"> <li>○ Top left quadrant: crisis and deadline driven tasks.</li> <li>○ Top right quadrant: preventative efforts (For example: routine checkup) and planning.</li> <li>○ Bottom left quadrant: one-time events and interruptions.</li> <li>○ Bottom right quadrant: entertainment and leisure time.</li> </ul> </li> </ul>

# Time Management Facilitator Guide

		<ul style="list-style-type: none"> <li>• Ask, “How might using this quadrant help with time management?”</li> </ul>
10 mins.	Group discussion and reflection	<ul style="list-style-type: none"> <li>• Encourage participants to engage in a discussion to wrap up the activities using the following questions. If participants hesitate to share in the larger group or if you are facilitating with a very large group, breakout into groups of 2-3.</li> <li>• Ask the group:             <ul style="list-style-type: none"> <li>○ Were there any “ah-ha” moments or surprises for you in today’s activities?</li> <li>○ Why is this a useful concept as a student? (Or use a specific role of the participants)</li> <li>○ What can you do today to begin practicing better time management?</li> </ul> </li> <li>• Wrap up by sharing: “Good time management is not so much about color coding planners or creating the best calendar. Effective time management is effective self-management. Spend time on things that are important to you and bring you a sense of meaning and purpose. Be disciplined enough to think through all necessary steps of a project to avoid retracing your steps later. Don’t be afraid to say no to things that distract from goals and priorities. If you can do that, then you’ll find that you may have more time in your day!”</li> </ul>
3 mins.	Closing	<ul style="list-style-type: none"> <li>• Participants scan QR code and complete evaluation survey.</li> <li>• Facilitator completes attendance and course evaluation survey in Brightspace.</li> </ul>

---

## Acknowledgments

The Time Management course is provided by the Vice Provost for Student Life. The course was created and developed by the Purdue Recreation and Wellness team.

---

# Time Management Facilitator Guide

## About Steps to Leaps

**Steps to Leaps** is a set of five convenient self-assessment pillars to help students build lifelong habits that lead to more resiliency, self-confidence, financial literacy and a growth mindset: Well-Being, Leadership, Impact, Networks and Grit/Persistence.

**Steps to Leaps** is a holistic program focusing on the core aspects of enhancing and improving student character and well-being. Grounded in the unique attributes of Generation Z, it provides students with tools, resources and support to build resiliency and tenacity for all aspects of their lives and establish lifelong habits to help them realize their personal definitions of success.

---

## Contact Information

Contact [StepstoLeaps@purdue.edu](mailto:StepstoLeaps@purdue.edu) or visit the [Steps to Leaps website](#) for more information.