

🕒 MANAGING TIME

1 What do you think about this conversation?

My boss is a bully!

Why do you say that?

He keeps bugging me because I have been late.

So does that make him a bully, aren't you supposed to be on time every day?

2 Do you agree with this statement?

“Arriving late is a way of saying that your own time is more valuable than the time of the person who is waiting for you”

3 What 3 things are you good at when it comes to managing time?



✓ _____

✓ _____

✓ _____

4 What do you find most challenging thing about Managing Time?

WHAT'S YOUR CHALLENGE

Getting up on time	Arriving somewhere on time	Getting things done in the time	Making time for myself	Knowing where the time has gone!
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Tick what applies most to you

5 It's hard to be motivated and be on time for things you hate doing. But think of something you are already passionate about, would you be late for doing this?

Could you find someone who already does this job and ask them about how they got good at time management?



6 What questions will help you think about time management?

- ? Would I like a job which starts at a fixed time every day?
- ? Would I prefer a job which includes night shifts?
- ? Would I want to manage other people someday?
- ? Would I prefer a job which I could do from home?
- ?
- ?

7 Here are some things which can help us manage time better

1. Start using your mobile to organise yourself for example set reminders 15 minutes before you have to be somewhere and set a motivational alarm sound.
2. Prioritize. If you like playing computer games don't start one which you know will be difficult to stop midway through if you have to be somewhere on time!
3. Get to bed earlier and start monitor how much sleep you need. When you start a new job it is especially important you get enough sleep.
4. Reward yourself! If you find yourself getting better at time keeping, notice how more productive and successful you can become and give yourself a reward.

WHAT WORKS FOR YOU ?

8 What does punctual look like?

Would 'punctual' be a good brand for trainers?

How would you design a logo for the brand 'Punctual'?

