

Session Time Management	Year Group 12/13
Overview and Purpose Learners to grasp an understanding of the importance of time management skills, and how by managing their time effectively, they will be more productive in terms of school/college work and therefore have more time for their extra-curricular activities.	

Time	Activity	
10 minutes	<p>Icebreaker- Can you find.....: Each learner is given a worksheet with 6 statements on (such as 'have a brother', 'owns a car' etc). Students have 3 minutes to find 3 people to which each of the statements are applicable. Learners will be told that they have 3 minutes to complete this activity from the outset.</p>	<p>Materials Needed</p> <ul style="list-style-type: none"> • What type of learner are you? Quiz • Explanation sheets • Explanation with top tips sheet • Blank timetable • Marker pens • Poster paper • Pens • Coloured pencils
10 minutes	<p>Student Ambassador Discussion How they manage their time at university. Ambassadors to focus in particular about the transition from school/college to university, outlining what to expect and also discussing how they manage their time effectively to fit in their course, any clubs or societies they are members of and part time work.</p>	
25 minutes	<p>Student's Timetable: Learners are given information on an average first year University Student's weekly timetable- the timetable is designed to be on the full side with far too many activities to fit into one week. The information sheet will contain compulsory activities that the student must attend, along with those that are optional but that ideally they would like to attend. Learners are then given the task to allocate their time effectively to allow them to make the best possible use out of their time.</p>	<p>Other Resources N/A</p>
10 minutes	<p>Brainstorm- In groups what activities the learners are currently involved with from school/college commitments to social and part time work. Time should also be spent discussing the priority of each of these activities.</p>	<p>Additional Notes This session can be adapted to fit into one period of 50 minutes up to an hour.</p>