


Being Responsible & Time Management

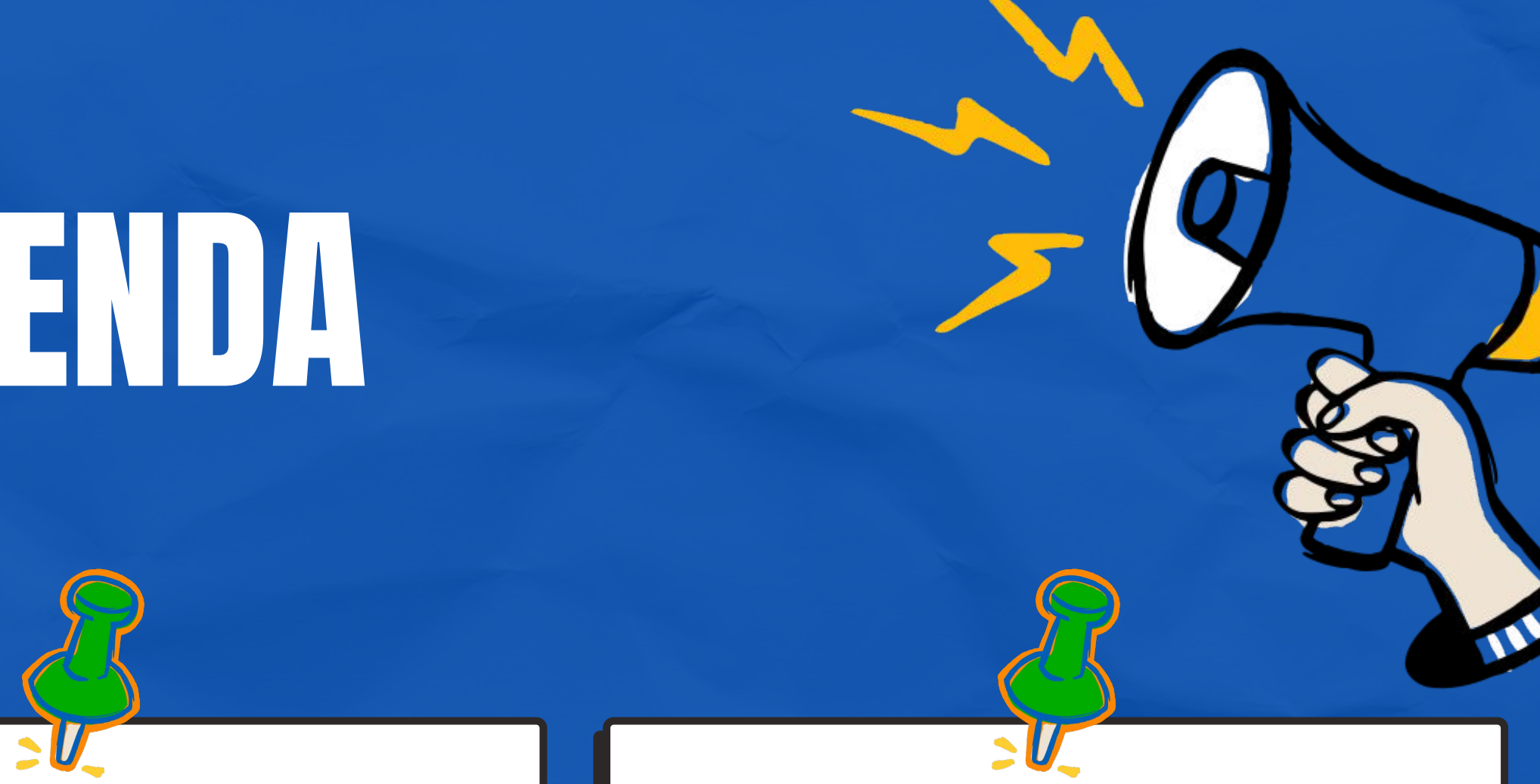
Go For Your Goals, Module 5



AGENDA

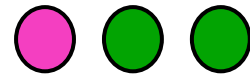
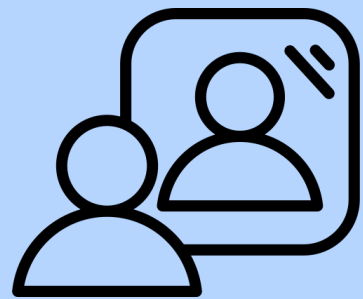
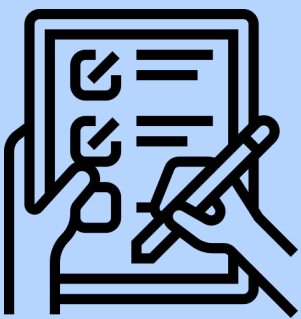
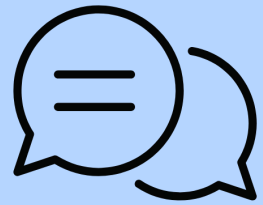


1. Brainstorm: What are some of the responsibilities you have in school, at home, in work, or in the community?



2. Activity: Working independently, students will list their daily responsibilities and organize into a time management matrix.

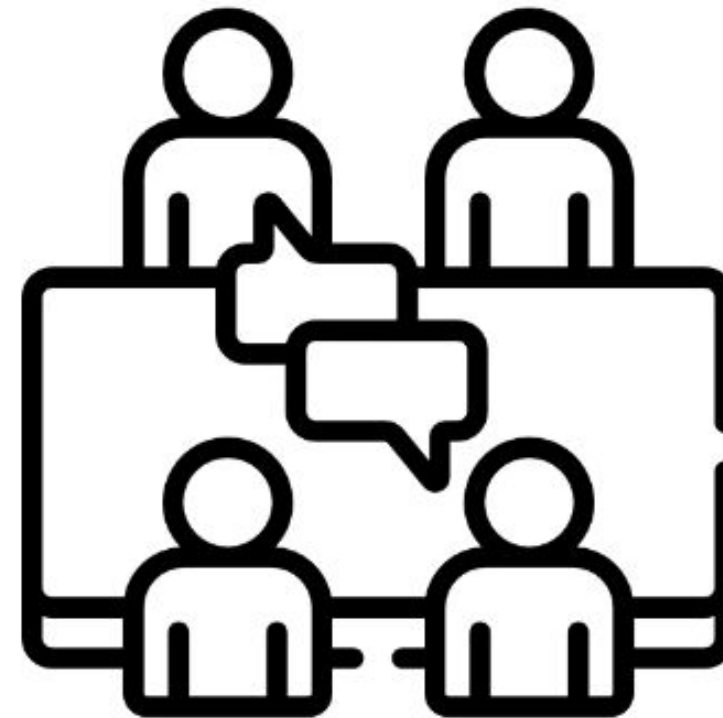
3. Reflect: Do you think using the Covey Time Management Matrix can help you to be more responsible? Explain your answer.



BRAINSTORM

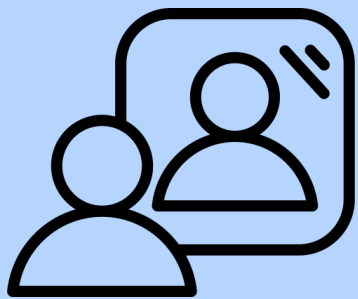
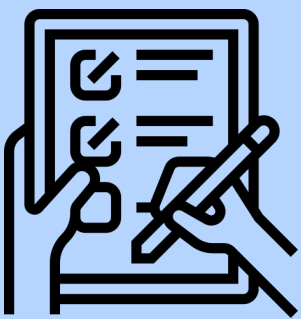
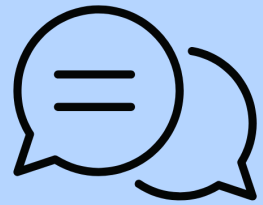


What are some of the responsibilities you have in school, at home, in work, or in the community?





DISCUSS



Responsibilities are the tasks or behaviors you are expected to manage or complete.

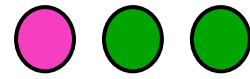
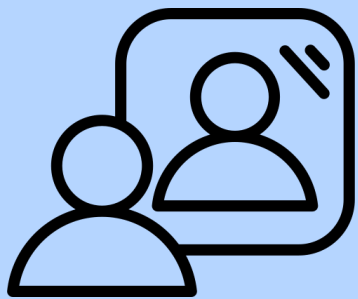
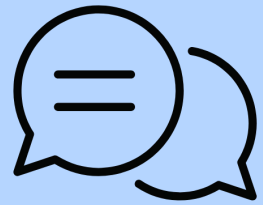


Responsibilities at home



Responsibilities for School





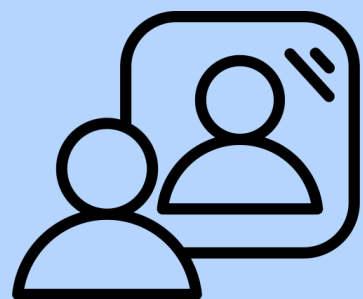
DIVE IN



1. List the things you have to do on a daily basis
2. Highlight the ones that are the most important, include deadlines if possible
3. Sort by importance
4. Place each of the things in the appropriate category

Covey Time Management Matrix


	Urgent	Not Urgent
Important	I Necessity	II Extraordinary Productivity
Not important	III Distraction	IV Waste
Source: <i>The 7 Habits of Highly Effective People</i> , by Stephen Covey		



ACTIVITY



Individually, complete the worksheet below.

 **High School**

Worksheet

Name: _____ Date: _____

Being Responsible & Time Management

Step 1: Make a list of the things you have to do on a normal day.

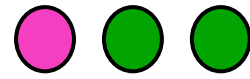
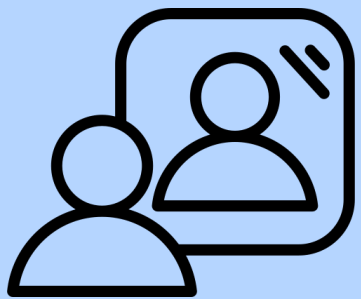
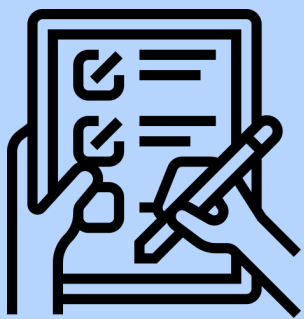
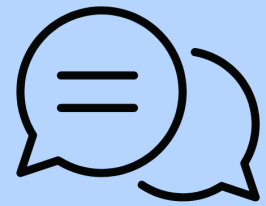
Step 2: Put a star next to the ones that are most important. Add deadlines if possible.

Step 2: Use the Covey Time Management Matrix to prioritize your tasks.

	Urgent	Not Urgent
Important		
Not important		

Reflect: Do you think using the Covey Time Management Matrix can help you to be more responsible? Explain your answer.

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REFLECT




Do you think using the Covey Time Management Matrix can help you to be more responsible? Explain your answer.





Extend & Enrich

Make multiple copies of the worksheet and have students prioritize their tasks for one week. Circle back with students and check in to see if using the Covey Time Management Matrix has had a positive impact on their ability to be responsible.

 **High School**

Worksheet

Name: _____ Date: _____

Being Responsible & Time Management

Step 1: Make a list of the things you have to do on a normal day.

Step 2: Put a star next to the ones that are most important. Add deadlines if possible.

Step 2: Use the Covey Time Management Matrix to prioritize your tasks.

	Urgent	Not Urgent
Important		
Not important		

Reflect: Do you think using the Covey Time Management Matrix can help you to be more responsible? Explain your answer.

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Home Connection



Home Connection

Being Responsible & Time Management

Dear _____,

Today in class,, we learned that responsibilities are the tasks or behaviors you are expected to manage or complete. We discussed the Covey Time Management Matrix, a strategy developed by Stephen Covey (Author of The Seven Habits of Highly Effective People).

Please encourage your student to share their daily responsibilities to organize and define priorities following the Covey Time Management Matrix.

Please do not hesitate to reach out with any questions or concerns.

Best,

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Professional Development



Take 5 minutes to reflect on your time management skills. Are you satisfied or is this an area that you'd like to improve?





Further Study

- Edutopia, *Guiding Students to Improve Executive Functioning Skills*:
www.edutopia.org/article/guiding-students-improve-executive-functioning-skills
- Franklin Covey, *The 7 Habits of Highly Effective People*:
<https://www.franklincovey.com/the-7-habits/>
- LinkedIn, *Covey's Time Management Matrix Explained*:
www.indeed.com/career-advice/career-development/covey-time-management-matrix





Lesson Complete!

