



## SkillsUSA Georgia Weekly Chapter Activities

### Week 11

**Lesson Plan:** Quick Draw & Time Management

**Objective:** Use the Quick Draw activity to begin a discussion on Time Management and why it is important.

**Instructions:**

1. Provide your students each with the attached "Quick Draw! page 1" face down.
2. On your signal, all students turn over their pages and attempt to circle the numbers in numerical order, i.e., 1,2,3,4,5.... They will have 30 seconds to do so, and they must do so in silence. Any questions? Ready, set, go!
3. At 30 seconds, tell the students to stop but keep their pages face up. Ask the students to add up and tally their combined scores within their small groups. Poll each small group as to how many numbers total each group was able to circle within the given time frame. Now ask them to study their pages, and discuss within their teams how they might improve their scores. After a minute or so, ask the teams to share their strategies with the larger group. The key item that they need to realize here (or that you should point out, if they fail to voice it) is that there is a pattern to the layout of the numbers. What might that be? So how might you improve your performance in these kinds of tasks?
4. Provide your students with the attached "Quick Draw! Page Two" also face down. Instructions are the same as in the first round. Any questions? Ready, set, go!
5. After 30 seconds, have students stop, tally and total their scores in small groups, and compare their first and second attempts. What you should see is that, even though the layout of the numbers on "Page Two" was in a different pattern, students performance should have improved because they invested the time, even when the clock was ticking, to look for patterns and to come up with a plan2.
6. If the second round didn't work as you expected, i.e., scores did NOT improve over the first round, then don't start the discussion here. Ask them to study their sheets silently to discover the pattern. Conduct a third round using the same "Quick Draw, page Two" sheet so that they are dealing with a known pattern, but this time ask them to mark an "X" over each number. Performance will definitely improve, and you can then make the case about investing time up front in looking for patterns and planning ahead.
7. Allow a time for group discussion on how time management is important in a student's everyday life, as well as, in your chapter's operations. Discuss the Ten Time Management Tips.

## Ten Tips for Time Management

**1. Make a To-Do List Every Day.**

Put things that are most important at the top and do them first. And don't forget to reward yourself for your accomplishments.

**2. Use Spare Minutes Wisely.**

When you're commuting on the bus or train, use the time to get some reading done.

**3. It's Okay to Say No.**

If your friend asks you to go to a movie on a Thursday night and you have an exam the next morning, realize that it's okay to say no. Keep your short- and long-term priorities in mind.

**4. Find the Right Time.**

You'll work more efficiently if you figure out when you do your best work. For example, if your brain handles math better in the afternoon, don't wait to do it until late at night.

**5. Review Your Notes Every Day.**

Reviewing helps you reinforce what you've learned, so you need less time to study before a test. You'll also be ready if you get called on in class or have to take a pop quiz.

**6. Get a Good Night's Sleep.**

Your brain needs rest to perform at its peak. Lack of sleep makes the day seem longer and your tasks seem more difficult.

**7. Communicate Your Schedule to Others.**

If phone calls or text messages are proving to be a distraction, tell your friends that you are only available at certain times of day and not to expect a response at other times.

**8. Become a Taskmaster.**

Give yourself a time budget and plan your activities accordingly. Figure out how much free time you have each week before you add any commitments.

**9. Don't Waste Time Agonizing.**

Instead of agonizing and procrastinating, just do it. Wasting an entire evening worrying about something that you're supposed to be doing is not productive, and can increase your stress.

**10. Determine Your Priorities.**

You can't do everything at once. Establish the importance of each item. Then set realistic goals that are attainable.

## Quick Draw, page One

8	22	36	49	35	21	7
6	20	34	48	37	23	9
10	24	38	47	33	19	5
4	18	32	46	39	25	11
12	26	40	45	31	17	3
2	16	30	44	41	27	13
14	28	42	43	29	15	1

## Quick Draw, Page Two

1	5	9	13	17	21	3
24	25	29	33	37	27	7
20	40	41	45	43	31	11
16	36	48	49	47	35	15
12	32	44	46	42	39	19
8	28	38	34	30	26	23
4	22	18	14	10	6	2