

TIME MANAGEMENT Skills



ESTIMATING TIME

- Time management skills involve the ability to prioritize the steps needed to complete a task and schedule them with adequate timing to complete the work satisfactorily.
- A student needs to estimate the passing of time to plan how long it will take to finish tasks in order to make decisions for completing all assignments and reaching deadlines.



TIME MANAGEMENT

ESTIMATING 1

This activity can help you become aware of the length of time needed to complete tasks or projects.



DIRECTIONS:

Draw a line from the time on the left to the activity on the right that usually requires that duration to complete.

7 hours

Time needed to brush your teeth

2 hours

Time needed to eat your lunch

20 minutes

Time needed to sneeze

2 minutes

Time needed to watch a full movie

2 seconds

Time needed to sleep at night



DIRECTIONS:

- Place the activities in order according to which activity needs the least time, to the activity that requires the most time.
- The activity that requires the least amount of time will be number 1. The activity that requires the most time will be number 5.

Sneeze

Watch a Movie

Eat Lunch

Brush Teeth

Sleep at Night

1 _____

2 _____

3 _____

4 _____

5 _____

TIME MANAGEMENT

ESTIMATING TIME 2

This activity can help you become aware of the length of time needed to complete tasks or projects.



DIRECTIONS:

Draw a line from the time on the left to the activity on the right that usually requires that duration to complete.

10 minutes

Time needed to cough

8 seconds

Time needed to count to twenty

2 hours

Take a shower

43 hours

Time needed to watch a full movie

2 seconds

Time needed to drive a car from
New York City to California



DIRECTIONS:

- Place the activities in order according to which activity needs the least time, to the activity that requires the most time.
- The activity that requires the least amount of time will be number 1. The activity that requires the most time will be number 5.

Cough

Watch a Full Movie

Eat Lunch

Take a Shower

Drive a car from
New York City to California

1

2

3

4

5

TIME MANAGEMENT

ESTIMATING TIME 3

This activity can help you become aware of the length of time needed to complete tasks or projects.



DIRECTIONS:

Draw a line from the time on the left to the activity on the right that usually requires that duration to complete.

10 minutes

Time needed to sleep at night

5 minutes

Time needed to watch
a 9-inning Baseball Game

1.5 hours

Time needed to take a shower

7 hours

Time needed to make
2 sandwiches

1 second

Time needed to blink your eyes



DIRECTIONS:

- Place the activities in order according to which activity needs the least time, to the activity that requires the most time.
- The activity that requires the least amount of time will be number 1. The activity that requires the most time will be number 5.

Sleep at Night

Watch a 9-inning Baseball Game

Blink Eyes

Brush you Teeth

Make 2 Sandwiches

① _____

② _____

③ _____

④ _____

⑤ _____

TIME MANAGEMENT

ESTIMATING TIME 4

This activity can help you become aware of the length of time needed to complete tasks or projects.



DIRECTIONS:

Draw a line from the time on the left to the activity on the right that usually requires that duration to complete.

15 minutes

Time for entire school day

5 minutes

Time needed to pour
a glass of milk

4-5 hours

Time needed to sneeze

7 hours

Time needed to complete
20 math addition problems

6 hours

Time needed to run a
26 mile marathon



DIRECTIONS:

- Place the activities in order according to which activity needs the least time, to the activity that requires the most time.
- The activity that requires the least amount of time will be number 1. The activity that requires the most time will be number 5.

School Day

Complete 20 math addition Problems

Run a 26 mile marathon

Pour a Glass of Milk

Sneeze

1 _____

2 _____

3 _____

4 _____

5 _____