

Lesson Plan

NEUROHEADWAY

Neuroscience Into Education

How to balance school life with everyday life - KS2

Managing time can be difficult, especially when we have so many things to do in terms of school, family, friends and extracurricular activities. There are ways in which to help children to cope with time management and to learn how to prioritise these activities.

Exercise one

Children will have lots of priorities and commitments within and outside of school. A good way for children to begin to learn about time management is through creating a check list. The teacher hands out paper and the children have 3 minutes to write down the tasks/events they have to complete for that day for example:

Mondays Check list	
Tasks/activities which need to be completed	Check Box
Attend School 9:00am-3:00pm	✓
Do homework 4:00pm-5:00pm	✓
Finish science project 5:30pm-6:00pm	✓
Go to swimming class 6:30pm-7:00pm	✓
Play Minecraft before bed 7:30pm-8:15pm	✓

It's important that the children write the tasks in chronological order, by writing what they need to do first at the top of the list and what they can do last at the bottom. To help the children to understand about chronological order they can write in which the times that they must start the task/activity and the times they should finish.

Exercise two

The children are beginning to learn about prioritising their tasks and the time needed to complete them. Expanding from exercise one the children can begin to plan for their upcoming week by creating a time table to help them visualise and manage their time.



Using this resource the teacher can print out a copy for the students and given them 5 minutes to fill out the boxes with the activities and tasks they have to complete each day. Allowing the children the time

to fill out this table will give them the basic skills of learning how to manage their time and managing their school life, social life, family life and extracurricular activities.

Extension Activity

Children need to learn that there is only twenty four hours in a day and some days they may have a very action pack day and not fit all their activities and tasks into one day. Children will have to make sacrifices and decide which tasks need to be completed prominently and which can be left to a later date. The teacher can display the children with a chart which they can write their activities in accordance with their importance and how urgently it needs to be completed. For example:



This guide can help the children with their productivity and prioritizing their daily tasks. By copying this diagram the children can clearly visualise what tasks are important to them and how urgently it needs to be completed.

How to balance school life with everyday life - Secondary School

Students in secondary school tend to have more tasks and events which can sometimes be hard to manage and can cause stress. Its important for students to be able to manage their time and the time spent completing tasks and activities as this will reduce stress and increase productivity.

Exercise one

The teacher divides the class into small groups of three or four and gives out old Mayo jars and items which they can put in the mayo jar such as stones, ping pong balls, sand, tissue paper etc. the students must then fill the jar with all the items however they must fill it in size order, the biggest items towards the bottom and the smallest at the top. For instance:



The aim of this activity is to get the students to realise the representation of each item. The biggest item goes at the bottom which represents the tasks and activities are the most important to complete, as the items get smaller they represent the least important tasks and at the top lies the smallest item which means that the task at the top is not the most important or urgent to complete.

Exercise two

The students stay in their groups and the teacher gives them a list of small tasks. Each task is worth a certain amount of points. The teams have ten minutes to try and complete each task and collect the most points in order to win. Whichever team completes all the tasks first in the ten minutes gets an extra five bonus points. After the ten minutes the teacher adds up the points from each team and declares the winner. For instance:

Task	Points they are worth	Check List
Respond to feedback on homework	Five points	✓
Write three wishes and a target for next time completing homework	Ten points	✓
Stick down any sheets which are folded in your subject book	Five Points	✓
Write the date, title and learning objective for today's lesson	Three points	✓
Tidy up your tables and work space by making them neat and organised	Three Points	✓

Note: the students must tick off each task complete and everyone in the team MUST complete the same tasks at the same time otherwise the points do not count.

The aim of this exercise is to teach the students the importance of prioritizing and working quickly and efficiently to complete the tasks. The groups who remain calm and collective will do well at this challenge.

Extension Exercise

This exercise is for the students to complete individually. By this point in the activity the students should understand the concept of managing their tasks and activities and the time it takes to complete them. Ask each student to fill out a table plotting their day by each hour (using 12 hours) and get them to keep track of their activities by writing down if they are accomplishing the tasks or failing to do so e.g.

- On fire
- Cruising along
- Half way there
- Distracted
- Tired

There table should look a little like this:

My Daily time table									
Motivation	9:00am	10:00am	11:am	12:00pm	1:00pm	2:00pm	3:00pm	4:00pm	5:00pm
On Fire	Attend form time	Show presentation In English	Print off science homework	Lunch	Get dressed for P.E	History class	Home time	Do Homework	dinner
Cruising									
Half way									
Distracted									
Tired									

The students can highlight each task/activity with the colour of how motivated they feel. This is a good indication for the students as they begin to learn the tasks they have more motivation for completing quickly and the tasks which are less motivating and take the longest time. This extension activity is designed to show the students what parts of the day they feel highly motivated and which areas that they do not.