



Lesson Guide

Climbers learn about time management and how to prioritize tasks, set goals, and manage their time effectively. By the end of the lesson, Climbers will have developed a personal time management plan to help them get to work on time, organize their tasks and meet deadlines.

Learning Objectives	<p>Identify key time management skills, including prioritization, goal setting, and planning.</p> <p>Apply strategies to improve punctuality and manage time effectively at work.</p> <p>Develop a personal time management plan to enhance productivity and meet professional deadlines.</p> <p>Reflect on time management challenges and create actionable steps for improvement.</p>
WIOA Program Elements	E6. Leadership Development Opportunities. Enhances self-awareness, self-regulation, social awareness, relationship skills, and conflict resolution through community service and peer-centered activities.
Key Concepts	<p>Time Management: The ability to plan, organize, and prioritize tasks effectively to maximize productivity.</p> <p>Prioritization: Identifying tasks that need immediate attention and those that can be deferred.</p> <p>Punctuality: The importance of being on time and meeting deadlines as a key professional skill.</p>
Materials	<p>Coach Deck: Time Well Spent Lesson Deck</p> <p>Internet-ready devices with Hats & Ladders access</p> <p>Activity: Punctuality Plan</p> <p>Rubric: Punctuality Plan</p> <p>Extension Activity: Time Management at Work</p> <p>Rubric: Time Management at Work</p>

Coach Prep

1. Review lesson instructions and activity materials, including the **Coach Deck** an optional resource to guide Climbers through the lesson and digital Career Climb.
2. Arrange a computer lab or laptop cart, or instruct your group to bring their own devices with internet connectivity.
3. *Optional:* From the Coach platform, assign the **Time Well Spent** Career Climb to your group. This will allow you to track their progress from your dashboard.

Warm-Up

1. Introduce time management as a key skill for success in any workplace. Explain that managing time well allows employees to meet deadlines, reduce stress, and contribute effectively to team goals. Encourage Climbers to think about the challenges of time management and why it can be difficult to stay on top of tasks. Suggested prompts:
 - *Why is time management important at work?*
 - *What challenges prevent people from managing their time well at work?*
 - *What are some challenges that prevent people from arriving on time?*
 - *How does poor attendance or tardiness affect coworkers and employers?*
2. Explain that effective time management is important for maintaining punctuality, managing tasks, meeting deadlines, and balancing work and personal life. Optional prompt:
 - *How do you prioritize tasks when you're feeling overwhelmed?*
3. How do you prioritize tasks when you're feeling overwhelmed?
 - **The importance of time management for work success**
 - **Time management strategies for work and life balance**
 - **How to create a time management plan**

Guide a Career Climb

1. Introduce the concept of time management, explaining how it involves prioritizing tasks, setting realistic goals, and managing distractions. Highlight how this skill helps employees stay on track and be more productive. Suggested tips:
 - **Prioritizing tasks** (e.g., using the Eisenhower Matrix)
 - **Breaking large projects into manageable steps**
 - **Setting SMART goals** (Specific, Measurable, Achievable, Relevant, Time-bound)

- **Minimizing distractions** (e.g., turning off cellphone notifications, setting time limits for tasks)
2. Direct Climbers to the Hats & Ladders platform to complete the **Time Well Spent** Career Climb, which consists of three Ladders:
 - **Time Management Tips** (8 Mins)
 - **Punctuality and Attendance** (7 Mins)
 - **Prioritizing Tasks** (9 Mins)
 3. Climbers can complete the entire Career Climb **at once**, or they can **pause** to share out takeaways and questions along the way.
 4. Climbers can then apply what they learned about time management by completing the activity.

Activity: Punctuality Plan

1. As a group, read the instructions in the **activity handout**. Ensure Climbers understand the steps to creating their punctuality plan
2. Climbers work individually or in small groups to complete the activity.

Extension Activity: Time Management At Work (Optional)

1. Have Climbers independently read through the instructions on the **activity handout**, where they will create a daily work schedule based on a given scenario, make decisions about how to prioritize tasks, handle distractions, and adjust when unexpected challenges arise.
2. Climbers will work individually or in small groups to complete the activity.

Wrap-Up

1. Facilitate a brief reflection about time management, its challenges, and the benefits of improving time management skills. Suggested prompts:
 - *What do you find most challenging about managing your time? Why?*
 - *Which time management strategy do you think will benefit you most, and how do you plan to apply it? Have a few Climbers share their reflections.*
2. Have a few Climbers share their reflections.
3. Review key lesson concepts, including:
 - The importance of time management: meeting deadlines, staying productive, and maintaining a work-life balance

- Prioritizing tasks: knowing how to prioritize and manage tasks based on importance and deadlines
- Minimizing distractions: using strategies to stay focused and avoid interruptions

Assessment

- To evaluate the **Climbers' understanding** of the lesson, use the provided **rubric** to score activity submissions on a scale of 1 to 4 for each criterion.

Modifications

- If you do not have access to devices, have Climbers complete the digital Career Climb at home.
- If time allows, or if you're looking for deepened learning, implement the **Extension Activity: Time Management at Work**

Activity: Punctuality Plan

Step 1: Understand your Challenges

Make a list of challenges that make it difficult for you to arrive on time to work. Then, from your list of challenges above, brainstorm possible solutions for each challenge. For example, setting multiple alarms, preparing for work the night before, or mapping out your route to get to work.

Challenge	Why does this happen?	How can I overcome it?
Example: I oversleep	I stay up too late watching videos	Set an earlier bedtime and use an alarm clock across the room

Step 2: Create a personalized plan to help you get to work on time that includes your routine, checklist, and backup plans.

My Morning Routine Timeline

Time	Activity	Notes
___ AM	Wake up	Place alarm away from bed
___ AM	Get dressed	Lay out clothes the night before

My "On-Time" Checklist

<p><input type="checkbox"/> I set my alarm before bed.</p> <p><input type="checkbox"/> I prepare my outfit and materials the night before.</p>
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My Backup Plans

Issue	Backup Plan
My bus/train is late.	Take an earlier route or notify my boss/teacher.
I oversleep.	Set two alarms and have a friend/family member check on me.

Rubric: Punctuality Plan

Criteria	1: Needs Improvement	2: Developing	3: Proficient	4: Exemplary
Clarity & Depth of Ethical Dilemma Description	The description is unclear or lacks key details.	Partially describes the ethical dilemma but is missing some important details.	Clearly describes the ethical dilemma with relevant details.	Provides a thorough and insightful description, including relevant context.
Identification of Stakeholders	Identifies only one or two stakeholders or is unclear.	Identifies some relevant stakeholders but may miss key perspectives.	Accurately identifies all key stakeholders involved.	Clearly identifies all stakeholders and explains their roles and perspectives.
Analysis of Possible Actions & Consequences	Lists only one or two possible actions with minimal consideration of consequences.	Identifies multiple actions but does not fully explore consequences.	Lists at least three possible actions with reasonable consideration of consequences.	Thoughtfully analyzes multiple actions and provides a detailed, nuanced evaluation of short- and long-term consequences.
Justification of Best Ethical Choice	Provides little to no reasoning for the chosen action.	Justifies the ethical choice, but the reasoning is vague or incomplete.	Clearly justifies the ethical choice with logical reasoning.	Provides a well-supported, insightful justification that connects to ethical principles and workplace values.

Extension Activity: Time Management At Work

Learning to manage your time helps you stay reliable, reduce stress, and adapt to challenges at work. Use this activity to map out your daily work schedule, adjust your plan when unexpected challenges arise, and reflect on areas for improvement.

Step 1

Choose a work scenario and set of tasks to practice managing time at work.

Retail Associate


Tasks: Stock shelves, assist customers, complete training modules, and clean the store.

Medical Assistant

Tasks: Check in patients, take vitals, file paperwork, and assist the doctor.

Office Worker




Tasks: Answer emails, attend a team meeting, complete a report, and organize files.

 **Step 2:** Using your chosen scenario and set of tasks, plan your work schedule using the table below.

Time	Task	Priority Level (High, Medium, Low)	Notes
9:00 AM			
10:00 AM			
11:00 AM			
12:00 PM			
1:00 PM			

2:00 PM			
3:00 PM			
4:00 PM			

Step 3: Handle unexpected challenges. Choose one of the unexpected challenges listed below based on the work scenario you chose above and make an adjustment to your schedule to stay productive without missing the most important tasks.

Challenge	How will you adjust your schedule?
 Retail Associate A large shipment arrives unexpectedly, and you need to help unload and organize inventory while keeping up with your regular tasks.	
 Medical Assistant A patient arrives late, causing a delay in the schedule and forcing you to adjust your workflow to keep appointments on track.	
 Office Worker Your computer crashes, making it difficult to access important files and complete your report on time.	

Step 4: Reflect

1. What strategies helped you stay on track?
2. How did you decide which tasks to prioritize?
3. What would you do differently next time?

Rubric: Time Management At Work

Criteria	1: Needs Improvement	2: Developing	3: Proficient	4: Exemplary
Work Schedule Planning	Schedule is incomplete or lacks logical structure.	Schedule is partially completed but lacks clear prioritization or organization.	Schedule is mostly complete with appropriate prioritization and organization.	Schedule is fully detailed, logically organized, and prioritizes tasks effectively.
Adjusting to Challenges	Adjustments are unclear or do not effectively address the challenge.	Adjustments attempt to address the challenge but may disrupt productivity.	Adjustments are mostly effective but may have minor gaps in prioritization.	Adjustments are well thought out, maintain productivity, and prioritize essential tasks.
Reflection & Improvement	Reflection is missing or does not demonstrate understanding.	Reflection is brief and lacks depth or actionable insights.	Reflection includes some insights and strategies for improvement.	Thoughtful reflection with clear insights and strategies for future improvement.
Overall Time Management Approach	Lacks time management skills, prioritization, or adaptability.	Displays some time management skills but struggles with prioritization and adjustments.	Shows good time management skills with minor gaps in prioritization or flexibility.	Demonstrates strong time management skills with clear priorities and flexibility.