

CURRICULUM RESOURCE

Workplace Skills, Strategies, and Know-How: Time-Management

OALCF ALIGNMENT

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency A - Find and Use Information	A2. Interpret documents	2
Competency B - Communicate Ideas and Information	B1. Interact with others	1
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency D - Use Digital Technology	N/A	2

Goal Paths (check all that apply)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Employment | <input type="checkbox"/> Postsecondary |
| <input type="checkbox"/> Apprenticeship | <input type="checkbox"/> Independence |
| <input type="checkbox"/> Secondary School Credit | |

Embedded Skills for Success (check all that apply)

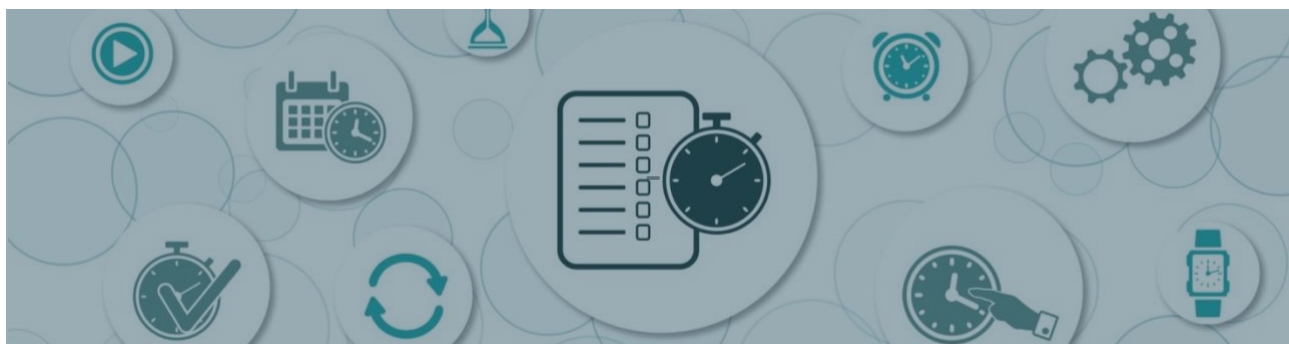
- | | |
|---|---|
| <input checked="" type="checkbox"/> Adaptability | <input type="checkbox"/> Numeracy |
| <input checked="" type="checkbox"/> Collaboration | <input checked="" type="checkbox"/> Problem Solving |
| <input checked="" type="checkbox"/> Communication | <input checked="" type="checkbox"/> Reading |
| <input checked="" type="checkbox"/> Creativity and innovation | <input checked="" type="checkbox"/> Writing |
| <input type="checkbox"/> Digital | |

NOTES: Part eight of an eleven-part series on workplace norms for employed learners.

ACKNOWLEDGEMENTS

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Research & Writing: Mark Jacquemain



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 communityliteracyofontario.ca

 (705) 733-2312

 info@communityliteracyofontario.ca

 @CommunityLiteracyOntario

 @love4literacy

 @love4literacy

WORKPLACE SKILLS, STRATEGIES, AND KNOW-HOW

Note for practitioners:

This series of **Skills for Success Curriculum Resources** is a beginner's guide to the modern workplace for LBS learners. The goal is to provide essential tools to employed learners, or learners seeking employment, so that they can thrive as employees. This series considers personal development topics ranging from conflict resolution to time management; topics focused on changes in the workplace; and mental health issues like stress management.

The overall focus of the series is on helping employees (or aspiring employees) understand their rights and responsibilities.

These resources are learner-based and activity-focused, with each topic area serving as a mini-lesson, followed by personalized activities. The activities invite learners to respond to lesson material or explore their own ideas on the subject.

The series is divided into eleven sections that can be used separately or in tandem:

- Your Rights in the Workplace
- Adaptability in the Workplace
- Collaboration in the Workplace
- Communication in the Workplace
- Creativity and Innovation in the Workplace
- Problem Solving in the Workplace
- Work-Related Stress
- Time-management
- Conflict Resolution
- Self-Advocacy
- Changes in the Workplace

*This is Section Eight, Workplace Skills, Strategies, and Know-How:
Time-Management*

WORKPLACE SKILLS, STRATEGIES, AND KNOW-HOW: Time Management

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Overview

Are you currently employed? Are you about to start a new job? There are many things about the modern workplace that you may not know.

This resource series is designed to help you get the most out of your employment. When you have a job, there are several important questions you should ask:

- What are my rights?
- How can I advocate for myself?
- How should I expect to be treated on the job?
- What are the expectations at a modern workplace?
- What has changed at workplaces over the last few years?
- How can be my best at:
 - conflict resolution
 - time management
 - communication

You may also face other challenges on the job. Do you have concerns about:

- stress on the job
- mental health at your workplace

This resource series will consider these topics and more. Participate in the lessons and activities. You will learn to get the most out of the modern workplace.



Introduction

There are only so many hours in each day. Time-management is a great way to make the best of them. But managing your time is not always easy. It is a skill. Some people have more difficulty than others.

Time-management is even harder when you start a new job. You may:

- have less free time
- have more responsibility
- have to work long hours
- feel more busy and rushed
- have trouble keeping up with other things
- put less effort into self-care

The good news: you can build time-management skills. There are strategies to help you. This resource will teach you how.



Let's discuss!

Soon we will learn more about time-management. First let's talk about **your** situation. Check the boxes that apply to you:

- ☐ I struggle with time-management.
- ☐ I often feel busy or fall behind.
- ☐ I am often late for things.
- ☐ I want to strengthen my time-management skills.



Are you in a different situation? Discuss with your teacher or partner.

Understand Your Habits

Understand Your Habits

Let's take a closer look at your time-management habits. Discuss these questions with your teacher or partner:

- How much time do you spend each week on fun?
- How much time do you spend on responsibilities?
- Responsibilities might be things like:
 - work
 - child or elder care
 - cooking and cleaning
 - shopping for essentials like food and clothing
 - paying bills
 - household organization

Did you have trouble answering these questions? That's normal! Most people don't know exactly how they spend their time.

But understanding how you spend your time is important. It is the first step in managing your time better. **The good news:** there are many tools to help you:

- **Time tracking apps.** Apps like aTimeLogger or RescueTime help you track how you spend your time. You can download them onto your phone.
- **Time tracking charts.** Print time tracking charts to record your activities. (See next page.) There are also charts for goals, duties, and planning.

name
date (and sheet no. if relevant)

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Image Credit: [Template](#)

To better understand time tracking, watch the video. Then answers the questions below:



Video url: <https://www.youtube.com/watch?v=FLLiFI1m9I4>

1. What are the advantages of time tracking?
2. What would you find challenging about time tracking?



New Task!

Track your time.

Part 1:

1. Track your time for a week.
2. You can use a printed copy of the time log above.
3. Or you can get an app like aTimeLogger or RescueTime. (Download from the App Store for iPhones or from Google Play for Androids.) See the CLO resource How to Use RescueTime for help getting started.
4. Now record as many activities as possible through the week.

Part 2:

5. After a week, look over the results.
6. Write the letter R beside responsibilities.
7. Add up the time you spent on responsibilities.
8. Add up the time you spent on other things.

Part 3:

9. Think carefully about your results.
10. Are there any areas where you might be able to save time?
11. Discuss the results with your teacher or partner.



Develop a Plan

Develop a Plan

It's important to remember that taking time for yourself is **important!** It is a key part of self-care. But you still need to meet your responsibilities. Time-management can help. Knowing how you spend your time is the first step. The second step is deciding how you **would like** to spend your time. The third step is **making changes**.

This doesn't have to mean less time for you. Here are some things you could choose to spend more time on:

- preparing yourself for work so you are ready and on time
- getting your home organized so it is more comfortable
- having fun with your kids
- learning a new skill or hobby
- planning healthy meals
- exercise
- other forms of self-care



An Example:

An employee starts a new job as a dishwasher. They find that they have less time for themselves. They feel rushed and stressed. They have little time for preparation and self-care. They do not eat well and never make a lunch for work.

Because of this, they are often late for work. They are unfocused at work. Their performance at work gets **worse**.



1. What was the result of the dishwasher having less time?

2. What are some areas that they should spend a little more time on?

3. What might change if they spend a little more time on these things?

Making a Time-Management Plan

1. Prioritize

One way to manage your time is to **prioritize**. This means choosing to spend your time on some things over others. Time-management teaches you to spend more time on what's most important. What's most important? These are some examples of things you should prioritize

- customer concerns at work
- child and elder care at home
- medical issues

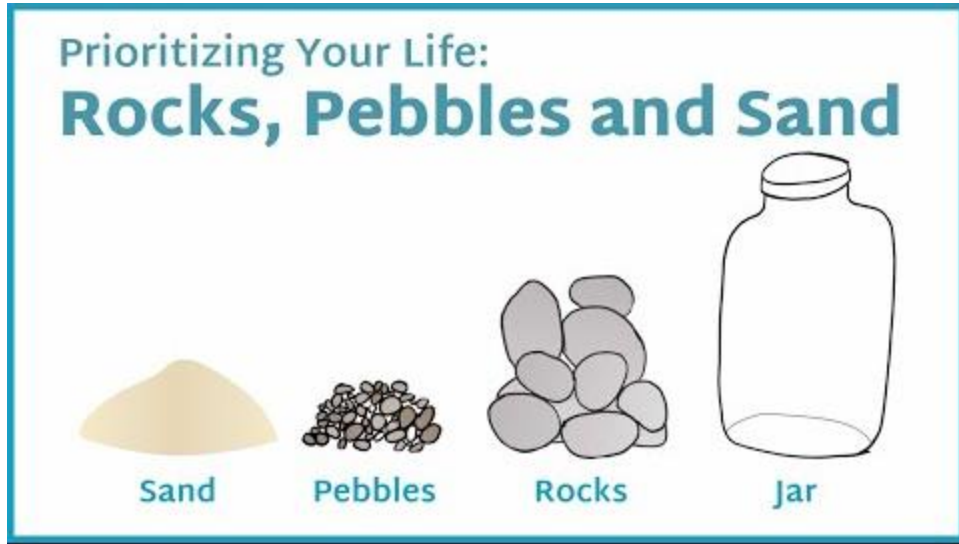
- deadlines at work:
 - shipments and deliveries
 - instructions from a manager
 - rush tasks like food orders

- pressing matters at home:
 - overdue payments
 - restocking essentials like healthy groceries
 - messes and disorganization

At work, managers know what to prioritize. Practice **good communication** with your managers and co-workers. Listen carefully to instructions. Ask questions if you are confused.

- When in doubt: **tackle the hardest task first**. It will give you a sense of accomplishment. It will make completing the rest of your tasks easier.

To learn more about prioritizing, watch this video. Then answer the following questions.



1. What do the rocks, pebbles, and sand represent?
2. What happens in the story when you attend to the rocks first?
3. What do you prioritize in your life? Discuss with your teacher or partner.

2. Strategize

Another way to manage your time is to break tasks into pieces. Sometimes tasks can feel overwhelming. If you feel overwhelmed, you might get nothing done.

Here are two ways to avoid this:

- **Collaborate with Others.** When you work well together with co-workers, you get more done. Be a good **collaborator**. Assist your co-workers and ask for help when you need it.
- **Break Big Tasks into Little Tasks.** Small tasks are doable. Remember: many small tasks add up to one big task. Set timelines and do one part at a time. Don't give up!



An Example:

Warehouse workers must move a large shipment to the back of the warehouse. The last time they moved such a large shipment it was very hard. It took a very long time and someone was injured.



Reflect!

1. Can you think of some strategies they could use to make the task easier and safer?
2. Have you ever completed a big task this way? Discuss with your teacher or partner.

3. Organize

The best way to manage your time is to be organized. Think about the tasks that need to be done. Write down what you want to do. Try to come up with solutions:

- **Do Tasks Together.** Try to do common tasks at the same time. This will save time. For example:
 - Make a weekly grocery list. Do all your groceries at one time.
 - Do all jobs that require a special tool or machine.
 - Do orders in bulk rather than one at a time.
- **Estimate Time for Tasks.** Plan your work shifts or home days carefully. Give yourself enough time to complete the tasks you have been assigned. On busy days, do shorter tasks at home.



Reflect!

It's time to reflect on what you have learned:

1. What are some tasks that take up a lot of time in your week?
2. How could you be more organized when you do these tasks? Discuss with your teacher or partner.

Time-Management: Tools

Time-Management Tools

A time-management plan is a great idea. But sticking to it can be hard.

The good news: there are tools designed to help you. Here are some tools and tips on how to use them:



Timers

A timer is a great tool to keep you on task. Studies show that people lose focus after periods of time. Without a timer you might:

- not push yourself for very long
- work too much and get burnt out

Some tips for using a timer:

- Set your timer for **twenty to twenty-five minutes**.
- Work until the timer rings. Then take a short break.
- Adjust the time by five minutes if it is too much or too little.
- Stop when the timer rings, even if you are in a groove.
- Give yourself a break.

Smartphones have timers that are easy to use.



Apps

There are several excellent time-management apps:

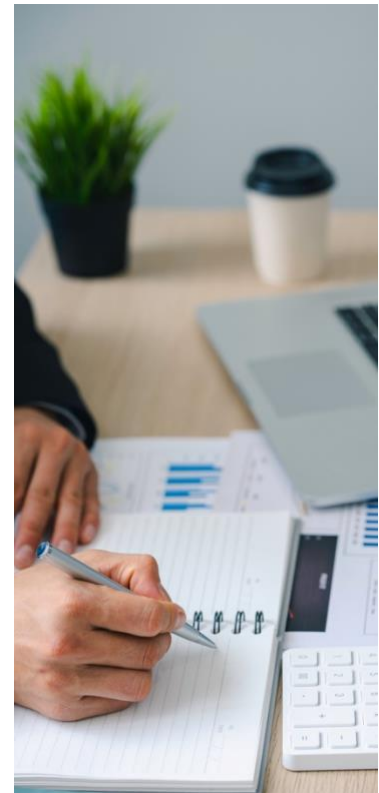
- **Evernote.** For notetaking and scheduling appointments and tasks.
- **Google Calendar.** A free online calendar where you can track tasks and appointments.
- **Tomato Timer.** An online timer you can adjust to your needs.



Optional Task!

Do this now or when you have more time:

- Set aside time to do a task with a timer.
- When you are ready to begin, go to the Tomato Timer website: <https://www.tomatotimers.com/>
- Click the play button ▶ to begin the timer.
- Work until the timer beeps. Take a break.
- Repeat until the task is complete.
- How well did you work using this method?
- Discuss with your teacher and partner.





Planners and Calendars

A planner is great for organizing your time-management plan. They have daily or weekly sections. They also have monthly calendars. They have pages to record lists and goals.

Some tips for using planners and calendars:

- **Make using your planner a habit.** But be flexible and update it often.
- **Make to-do lists.** It's satisfying to cross off your finished tasks.
- **Schedule your responsibilities.** Try to develop a weekly routine.
- **Schedule your long term goals.** Use the calendar to plan far ahead. Be sure to schedule in your fun too!



**Reflect!**

It's time to reflect on what you have learned:

1. Do you use any tools for time-management? Discuss with your teacher or partner.
2. Which new time-management tool might be useful to you? Why? Discuss with your teacher or partner.



Skills For Success

Skills for Success and Time-management

The **Skills for Success** (SFS) are the everyday skills Canadians need for work, learning and life. Several SFS are required to improve your time-management skills:

- **Adaptability.** Once you develop a time-management plan, you must adapt to it. Make the right changes and the skill will grow!
- **Communication.** Good communication with management and co-workers helps avoid conflicts and confusion. It helps you know what to prioritize.
- **Collaboration.** Collaboration is a great way to work efficiently. You save time and ensure the work is done well, together.
- **Problem Solving.** Improving your time-management skills means learning where you can improve. Then think carefully. Then work toward a solution.
- **Creativity and Innovation.** Sometimes solutions require creative thinking and innovative ideas. Use your skills and creativity to get there.



What are your strongest SFS? Which do you most need to work on?
Discuss with your teacher or partner.

Reflect!

Learn more about the Skills for Success here:

<https://www.canada.ca/en/services/jobs/training/initiatives/skills-success.html>

Next Steps

Are you still struggling with time-management? There are many more resources available to help you. Some are listed below:

- **Great Learning** offers a free online time-management course. You can take it anytime. You are awarded a certificate at the end:
<https://www.mygreatlearning.com/academy/learn-for-free/courses/time-management>
 - **Timeular** has a list of other free time-management resources:
<https://timeular.com/blog/best-free-online-time-management-training-courses/>
 - **Indeed** has a list of new time-management tools and apps:
<https://ca.indeed.com/career-advice/career-development/time-management-tool>
- Also see the other resources in this series: **Workplace Skills, Strategies, and Know-How**