

THEME

Leading Self

SUB THEMES

Developing Self

Overview

Time doesn't play any favourites. Every one of us has the same 24-hour day.

Those of us who manage time well seem to accomplish more and seem happier with our lives. Those of us who are pulled here and there with no organisation seem to accomplish less and seem less satisfied with our lives.

In this learning activity Participants:

- Complete a dance comparing the effect of dancing at different speeds
- Consider and use tools to manage their time
- Compare their expected versus their actual daily tasks.



You vs. The Clock

Knowledge and skills

Personal leader planning, goal-setting, decision-making, responsibility, mentoring.

Resources

- Leader Journal template
- Blank DVD (optional)
- Sports equipment
- Dance music and audio player



LEADER JOURNAL

3» NAVIGATE

NAME _____

You vs. The Clock

Time Trail

Map out what you actually did with your time yesterday using the Time Trail.

What tasks did you complete yesterday?

Block off the chunks of time for each task in this track.



WAKE UP

What time did you wake up?



**LUNCHTIME
TIME: 12.00PM**



SLEEP TIME

What time did you go to sleep?



If you were videoed yesterday and put on a DVD:

1. What would be the title for your DVD?

2. What would be on your title menu?

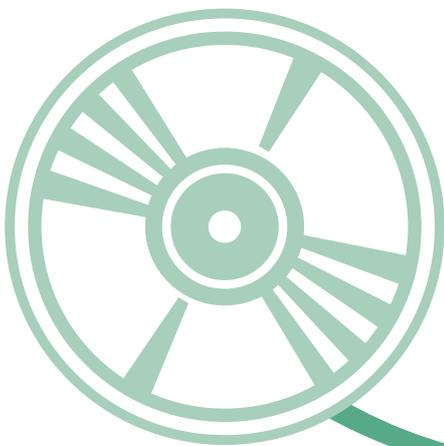
3. What scenes would you pause?

4. Which scenes would you skip?
(Miss out completely)

5. Which scenes would you replay?
(Want to do again)



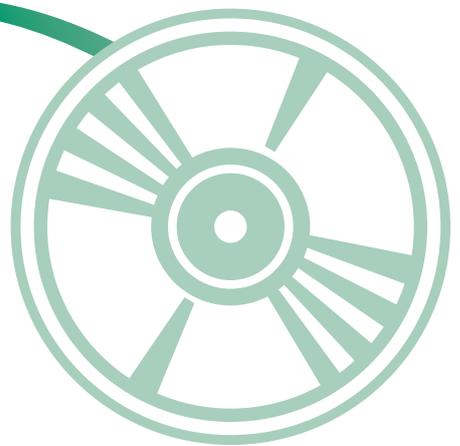
6. Write on each DVD the scenes you would



... pause



... skip



... replay



Dance Action

**CHOOSE SOME MUSIC WITH A SUITABLE DANCE BEAT.
MAKE UP A DANCE WITH AT LEAST FOUR MOVEMENTS.**

Dance slowly or attempt the movements slowly.

1. What do you notice about moving slowly?

2. Is it harder or easier moving slowly? Why?

3. Does the movement match the music? Describe it.



NOW

Try the dance movement at a fast speed.

Compare the speed of movements (slow movements and fast movements) with the way we live our lives (slow and fast).

4. What do you notice about the quality of your movements this time?

6. What would happen if you slowed your life down?

5. Does the movement match the music? Describe it.

7. How could you do this?





Time Management

Maybe using your time better is about putting processes in place to manage your time better.

HAVING A REASON

1. Why is it useful to manage your time well?

OPPORTUNITY COST

3. List at least three other activities you would like to set aside time for today.

MAKING LISTS

2. List today's tasks and rank their priority A, B or C.

tasks	ranking

PERSONAL STRATEGIES

4. As well as prioritising lists, how else could you or do you get time working for you?

Rank **A** beside tasks that are the most important to complete today.

Rank **B** beside the tasks you might complete today.

Rank **C** beside tasks that may be done tomorrow.



Balance

Think about your day yesterday...

1. List all the things you wanted to do yesterday.

3. If you could have changed your day yesterday how would it be different?

2. List all the things you had to do yesterday.

