

Grade 7 Life Orientation Worksheet

Completing tasks on time

Planning your daily activities is a good way of staying organised and making sure that you complete all your tasks.

Time management means organising your daily planning so that you can get things done on time.

Activity: 1

For this activity, you will work in small groups. You are going to read the following short scenarios and give the writers your best advice. Keep a record of your answers in your workbook. Once the task is completed, your teacher will discuss your answers as part of a class activity.

1. Peter has soccer practice on Mondays and Wednesdays. He always forgets to bring his soccer kit to school on Mondays and his coach has threatened to bench him the next time he misses practice. How can Peter try to not forget again?
2. Mary forgot to take her History book to school again. It is the third time Mary has left important books at home because she could not remember what subjects she had that day. What advice can you give to Mary?
3. Thabo forgot that he had a History assignment to complete. By the time he remembered, it was too late, as he had a soccer match at another school that afternoon and could never finish his assignment on time. What can Thabo do to make sure that this does not happen again?
4. Joe has athletics training and then soccer after school on a Monday and Wednesday. On Tuesdays and Thursdays, he does rugby and then swimming later in the day. On Friday afternoons, he plays rugby matches. On Saturday mornings he plays soccer matches. Joe tries very hard to fit in all his homework in between his sporting activities, but he often finds that he falls behind. What should Joe do?
5. Lindiwe does not enjoy Mathematics. She always leaves her Maths homework for last and then finds she is too tired to concentrate. Sometimes she does not complete the work and her Maths grades are dropping. What do you advise?

Grade 7 Life Orientation Worksheet

Suggested Solutions

These answers may be used as a guideline.

Question number	Possible marks	Solution
1	3	Peter should write his soccer training days into his diary. He should then write a reminder for the day before to remember to pack his kit. Peter should also plan his time more efficiently so that he has time to double-check himself. If he packed his kit the night before, he would probably not forget it.
2	3	Mary should note her daily time-table in her diary – in the front of the diary is a good place to do this. Mary should allow time every day to pack her school books for the next day so that she can be sure to pack all the necessary books.
3	3	Thabo made the mistake of not writing his assignment due date into his diary, or of not checking his diary. Thabo should remember to write any tasks he gets into his diary immediately when he gets them. If the task is not due for the next day, he should also put in a reminder closer to the time so that he will not forget about it. Thabo should write his sports and extra-mural activities into his diary so that he can keep track of what time is not available for homework.
4	3	Joe has too much on his plate! He needs to prioritise his activities and leave enough time for study and homework. I would suggest that Joe do no more than 3 extra-mural activities, which will free up some time for him to keep up with his school work. Joe should write up all his activities, school work and chores into his diary so that he can have a realistic idea of what he can and cannot achieve.
5	3	Lindiwe should write her homework into her diary daily. She should plan to do the most urgent work first. She should also plan to do the most difficult work while she is fresh and alert. Angela probably does not enjoy Maths because she struggles with it. If she gave it more attention, she would not struggle so much and would not feel like avoiding it. Angela could have a good look at her daily plan in her diary and see if she can give herself more time to work on her Maths until she feels more comfortable. Perhaps she could even plan some extra lessons with her Maths teacher!