

Grade 7 Life Orientation Worksheet

Time management

- 1. Discussion (Group activity)**
- 2. Written task – checklist (Individual activity)**
- 3. Self-assessment (Individual activity)**

Do you ever get to the end of your day or week and wonder where all the time has gone? Do you feel stressed because you don't have enough time to do your homework, complete projects AND study for cycle tests or exams? Why is it that some people manage to do all of that, be good at sports and still have a healthy social life?

It has a lot to do with being organised and planning your time properly. Easier said than done, when you cannot even begin to figure out where you are wasting time!

Having a system and being more organised can save you a lot of time. Simply knowing where to find things, instead of searching for books, socks or your soccer kit, can save you minutes each day. Planning your homework and extra-mural activities can save you even more time.

Remember that your school years are meant for studying. This is a very important time in your life, not to be wasted. It is the foundation on which you are building your future. Sports are very important and good for you – some of you may even make a career out of sports. But never ignore your studies. Even great sportsmen will tell you that you might need something else to fall back on one day.

It is probably a good idea to limit yourself to two or three after-school activities (sport, music, dance, etc.) and no more than one a day. That way you can plan daily study time.

This task has two parts. We are going to look at how you spend your time each day, and then we are going to assess where you can save time by being more organised, or stop doing things that are unnecessary and waste your time.

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Part One

As a class, talk about this with your teacher:

There are 168 hours in a week. How do you spend your hours?

Let's break it down:

- Teenagers should be getting 8.5 to 9 hours of sleep every night. Less than that, and you are depriving yourself and slowing your brain down.
- Getting ready for school (or your weekend day)
- Time to travel or walk to school every day
- Time at school
- Extra-mural activity – sport, chess, art, dance, drama, etc.
- After-school or weekend job
- Homework
- Mealtimes
- Socialising – time with friends
- Shopping
- Relaxing time
- Watching TV, playing playstation or computer games, Internet, chatting on the phone or SMS-ing, etc
- Time to travel to sports, socials, weekend job, etc.
- Chores around the house
- Church

Can you think of anything else you do on a daily or near-daily basis that takes up some of your time? Add it to this list.

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Your teacher will assess your participation in the group discussion using a checklist.

Checklist for observation of group discussions			
Name: _____		Date: _____	
	Criteria: Does the learner:	Yes	No
1	Wait for a pause before s/he interrupts a speaker and then do so politely?		
2	Focus on the topic under discussion?		
3	Show evidence of having understood the concept under discussion?		
4	Support points with which s/he agrees?		
5	Disagree with points politely and constructively?		
6	Give reasons to support alternative points of view?		
7	Make points clearly, using appropriate vocal volume?		
8	Make eye contact when speaking?		
9	Use body language appropriately?		
10	Make notes when applicable to remember points made by others?		

Part Two

After completing Part One, you will have a better idea about how you spend your time each day. Use the table below as a guide to work out how to log your activities. Try to estimate (guess) how long you spend on each of the different activities.

Then complete the weekly table, from Monday to Sunday, using a similar format. You are required to log your activities for a period of one week.

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Your teacher will assess this task using a rubric.

Example: Time spent doing the following activities:	MONDAY
1. Sleeping	
2. Mealtimes – total time spent eating (including coffee, tea or snack breaks)	
3. In the bathroom and getting ready each morning	
4. In the bathroom and getting ready to go out at night or to go to bed	
5. School	
6. Sports practice or other extra-mural activities	
7. Study	
8. Weekend work	
9. Volunteer work	
10. Visiting with friends and family – socialising	
11. Relaxing	
12. Watching TV, playing playstation or computer games, Internet	
13. Telephone or SMS-ing	
14. Travelling to school or other activities	
15. Walking (to friends, shops, activities, etc.)	
16. Shopping	
17. Household chores	
18.	
19.	
20.	
21.	
22.	

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Weekly time log

	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

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Your teacher will use the following rubric to assess your time log.

Criteria	Level 4 5 marks per criterion	Level 3 3, 4 marks per criterion	Level 2 2 marks per criterion	Level 1 1 mark per criterion
Daily log [5 marks]	Log kept for 7 days.	Log kept for 6 days.	Log kept for 5 days.	Log kept for fewer than 5 days.
Description of activities [5 marks]	Very well described and accurate.	Adequately described. Some inaccuracies.	Not fully described. Several inaccuracies.	The learner failed to list the activities correctly.
Insertion of time frames [5 marks]	All time frames inserted.	Most time frames inserted.	Some time frames inserted.	No time frames inserted.
Completion of task [5 marks]	Excellent. Neat and well structured.	Adequate. Fairly neat.	Needs improvement.	Does not meet the criteria.
Total marks out of 20:				

Part Three

During this activity you are required to time your activities. Then look at your estimated time spent on activities, compared with the actual time you recorded having spent on activities.

Did you spend time on activities that you had not originally thought of?

Now, look at your chart again and decide where you are wasting time.

Where should you be spending more time?

Highlight areas on your chart that are a concern in terms of too little or too much time spent on the activity.

Write down what changes you plan to make.

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Assess your own work using the following checklist.

	Criteria: Did I:	Yes	No
1	Time all the activities?		
2	Compare the actual timing with the estimated times?		
3.	Write down the actual times?		
4	Look for time wasting?		
5	Look for areas where more time should be spent?		
6	Highlight areas where changes should be made?		
7	Make a note of changes to be made?		
8	Do the task realistically?		
9	Hand in the task on time?		
10	Produce neat, well-completed work?		

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Suggested Solutions

Item Number	Possible marks	Solution
1	20	See checklist for observation of group discussions in Appendix of Assessment Tools.
2	20	See rubric to assess time log in Appendix of Assessment Tools..
3	20	See self-assessment checklist in Appendix of Assessment Tools.

Appendix of assessment tools

Checklist for observation of group discussions			
Name:		Date:	
	Criteria: Does the learner:	Yes	No
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2	Focus on the topic under discussion?		
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Rubric to assess time log

Criteria	Level 4 5 marks per criterion	Level 3 3, 4 marks per criterion	Level 2 2 marks per criterion	Level 1 1 mark per criterion
Daily log [5 marks]	Log kept for 7 days.	Log kept for 6 days.	Log kept for 5 days.	Log kept for fewer than 5 days.
Description of activities [5 marks]	Very well described and accurate.	Adequately described. Some inaccuracies.	Not fully described. Several inaccuracies.	The learner failed to list the activities correctly.
Insertion of time frames [5 marks]	All time frames inserted.	Most time frames inserted.	Some time frames inserted.	No time frames inserted.
Completion of task [5 marks]	Excellent. Neat and well structured.	Adequate. Fairly neat.	Needs improvement.	Does not meet the criteria.
Total marks out of 20:				

Self-assessment checklist

	Criteria: Did I:	Yes	No
1	Time all the activities?		
2	Compare the actual timing with the estimated times?		
3.	Write down the actual times?		
4	Look for time wasting?		
5	Look for areas where more time should be spent?		
6	Highlight areas where changes should be made?		
7	Make a note of changes to be made?		
8	Do the task realistically?		
9	Hand in the task on time?		
10	Produce neat, well-completed work?		