



Sample activity to develop time management skills

This resource was developed as part of an Applied Technology 2020/2021 CPD webinar “Developing Project Management Skills in Applied Technology” which took place on the 2nd November 2020. All materials used during this webinar can be viewed in the Technologies section of www.jct.ie within the Elective Workshops tile.

Website Link:

https://www.jct.ie/technologies/cpd_supports_applied_technology_elective_workshops

During the webinar, attendees considered the purpose of developing time management skills as part of a project management process. The learning experiences below showcase an Applied Technology teachers’ approach in providing opportunities for students to develop project management skills. These tasks explore how students can break down time into blocks or units so that they can learn how to best manage, organise, and communicate their time.

What is included in this PDF?

Included in this resource are two suggested sample activities focused on developing time management skills.

- Managing Time - Task 1
- Managing Time - Task 2

A big thank you to the teachers and students involved for making this resource available to the JCT4 Applied Technology team.

Note: It is recommended that you watch the Elective webinar to contextualise the purpose of this resource.

Junior Cycle Applied Technology

Managing Time – Task 1



Task 1

In this task, we will explore how we can break down time into blocks or units so that we can learn how to best manage and organise our time. This will support us not only in Applied Technology when we are designing and making projects but in all other subjects. Being organised and managing our time efficiently will support our mental health and wellbeing.

Step 1:

Using your school timetable as a starting point choose a day to focus on, perhaps a day where you have a busy evening also.

Step 2:

In Table A, write the times and lessons for your chosen day using your school timetable as a reference.



What other information can we learn from a timetable? How can it support students in organising and managing their school day?

Table A

Time	Day: Lessons

Table B

Step 3:

In Table B, extend this timetable into your evening time (Possibly 16.00 – 22.00). Identify activities as one-hour timeslots. Write the time on one side and the activities beside each time slot.



Could you create a table digitally with columns and rows?

Was there anything interesting from the information you presented?

Time	Day: Evening Activities

Junior Cycle Applied Technology Managing Time – Task 2



Task 2

In this task, we will explore how we can represent blocks of time in different forms. We will learn how to create a Gantt chart to sequence time and activities. We will learn how and why this technique might be useful in Applied Technology for managing projects and organising our materials and resources. Using the evening activity timetable completed in Task 1, create a **Schedule of Activities** and a **Gantt Chart**.

Step 1:

In the **Schedule of Tasks** table fill in the activities in the first column.

Starting with the first activity fill in the starting hour. Next fill in the duration (*The number of one-hour time blocks to complete the activity*)

Move onto the second activity. This might start after the first activity is finished so insert this number into the start column and add the duration.

Repeat for all activities you identified for

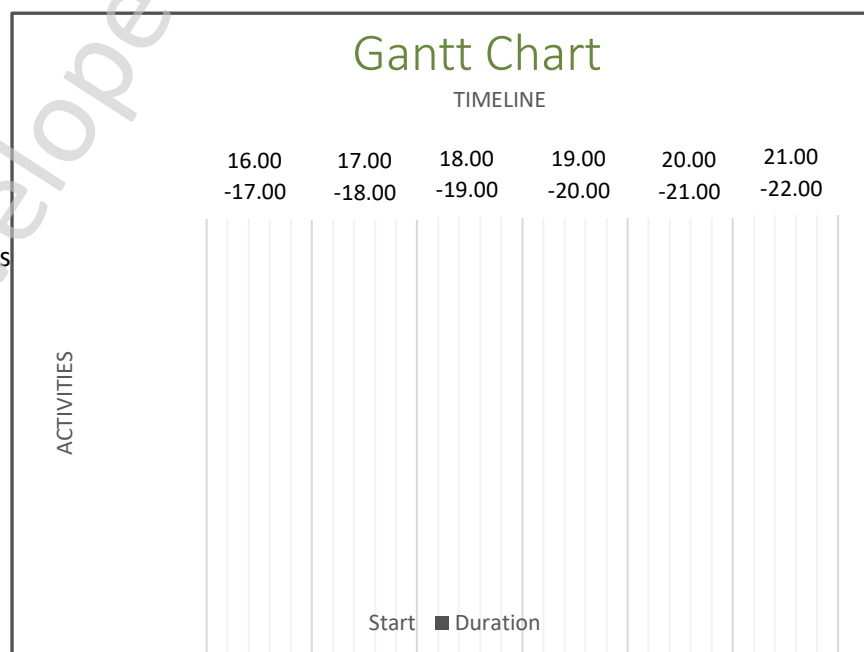
Schedule of Activities

Activity	Start	Duration

There may be some activities which can happen at the same time. In this instance these activities could have the same start time but different durations.

Step 2:

In the **Gantt Chart** table transfer your activities, the start time, and the durations as blocks of time.



What information does a Gantt chart layout communicate which is different to a timetable layout? How and where might a Gantt chart support you in Applied Technology?

Are there other ways can we visually communicate time, schedules, and activities?