



SATISH CHANDRA MEMORIAL SCHOOL

LIFE SKILL (CLASS: IX)

THEME: TIME MANAGEMENT

Time management is about planning and using your time effectively.

Advantage: It will enable you to perform necessary tasks within a given time.

GO THROUGH THE STORY AND ANSWER THE QUESTIONS

Sipho's story

Sipho was a very keen soccer player. He loved playing with his friends and could do all kinds of tricks with the ball, bouncing it on his head, his thigh, spinning it on his toe, moving it from foot to foot and lots more! His friends loved to watch him and they liked to try the tricks too, but no-one was as good as Sipho! Everyone thought he would become a professional player one day and play for his country.

One day his school decided to arrange a soccer match against another school. Everyone was excited, because Sipho's school team of Bhokobhoko Primary School would travel by bus to the big field where they would hold the match. Some supporters would also travel with the team, so you can imagine the excitement! The bus was to leave the school on Saturday at 7:30. They would have to travel a long way and needed to arrive at the field by 10:30 for the match.

Sipho was the captain of his team and all the players admired him. They knew that with his skills and encouragement they had a very good chance of winning.

On that day everyone started arriving early to get on the bus. No one wanted to be left behind, but where was Sipho? Surely he had not forgotten? The time to leave came and there was no sign of Sipho. Some children ran down the road to see if they could find him but he was nowhere in sight.

Eventually the bus had to leave without him and everyone was sad. No-one sang songs or talked much on the bus. They arrived at the big field half an hour late and the players had very little time to get ready for the match. Luckily the team had taken a reserve player, Zinzan, and he played instead of Sipho. The team tried hard, but everyone was still worrying about Sipho, and of course they missed his excellent skills. The team and the supporters could hardly enjoy the day. Unfortunately the team lost 1-0 in the last five minutes. They were very disappointed and most of all sad that Sipho was missing. On Monday Sipho arrived at school early. He felt bad that he had missed the special bus trip and the soccer match.



QUESTIONS:

1. What do you think could have happened to Sipho to make him so late?
2. How could Sipho ensure not to be late again?
3. What impact did Sipho's behavior have on the others?



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Time Management Evaluation Sheet

Evaluate how you use your time (Complete the following Time Management Evaluation Sheet.)

Are you always on time?	Yes	No
Are you really satisfied with the way in which you use your time?	Yes	No
Are you always on time?	Yes	No
Do you need to make changes?	Yes	No
Can you see how much time you waste?	Yes	No

How to organize your time

1. Make an appointment with yourself.
2. Make a “to-do” list.
3. Do one task at a time.
4. Important tasks.
5. Use a daily planner – that is why you have it.
6. Plan all activities and be prepared for all activities.

It is important to plan daily activities. We often feel that we do not have enough time to do our work. By planning daily activities, we ensure that we complete every task we need to do and that there will be enough time to do it. Using a daily activity planner will ensure that we remember what needs to be done.

A daily planner allows you to plan your time more efficiently. It is important to make time for the different tasks and social activities you need to complete in a day. A daily planner will help you to complete all your tasks within the time allocated to them.

Before you draw up a daily timetable you need to:

- know which time of the day you study most effectively.
- plan your rewards, e.g. watching TV.
- prepare a “to-do” list of all the work you have to cover in all your subjects.
- make sure that all the work is complete. If it is not possible to complete a task, include it in the next day’s timetable.

Students can write their response to the following email:

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