



TIME MANAGEMENT

Intended Audience:

- Adults and youth providing 4-H Club leadership

Learning Objectives:

Club leaders will:

- Become aware of time wasters, time savers and the basics of time management
- Be introduced to the 4 D's of time management
- Identify what they and their 4-H club members can do to save time
- Explore ideas on how to delegate

Target Essential Elements:

Wise use of time is an important *mastery* skill for 4-H club volunteers and participants.

Time: 20-30 minutes

Supplies Needed:

Your Ideal Average Day

Activity

- Paper and pen/pencil for participants
- “Design Your Ideal Average Day” handout

Handouts

- Time Managers 1, Helping Youth Manage Time!
- Time Managers 2, Helping Youth Manage Time!
- The 4 D's of Time Management
- Delegation
- Resource Activity Books
- Evaluation

BACKGROUND

We think about “time” all the time. Are we late or early to something? Will we have to wait in a long line? How long will it take to do homework or a household task?

WHAT TO DO

Fill in the blank, “If I had more time, I would . . .” Most of our life is made up of average days where we do the basics of life: sleep, work, school, household chores, errands, etc. In the following activity, you will explore the things you would do on your “ideal” average day.

Activity: Your Ideal Average Day

(Pass out the “Design Your Ideal Average Day” handout, along with pencils or pens.) This is your chance to create your own ideal average day. Review the qualities of an idea day at the top of the handout. Everyone will probably have a different day. There is no right or wrong way to live your day. Write down what you need to do on this day, and the things you would like to do, the things you consider rewarding to you and the things that would make you happy. (Note: You could save some time by asking participants to complete this part of the exercise before the training starts.) After a few minutes, ask participants to share their ideal days.



Time Wasters and Time Savers

Unfortunately, most of us don't live too many average ideal days. Sometimes, things happen that we can't predict and our plans need to change to take care of that need. Other times, we're in complete control of our time and we get side tracked by wasting time. Our goal is to live more of our ideal average days in real life. Let's look at some time wasters and time savers in the handout, “Time Managers 1, Helping Youth Manage Time!” This publication is part of a three-part series for youth and adults who work with youth. It is written by Dr. Jacklyn Bruce of Pennsylvania State University.

Avoid Wasting Time

The handout, “Time Managers 2, Helping Youth Manage Time!” includes nine rules to help you avoid wasting time. Let's skim over these. Do you do any of these? How do they work for you? Do you have tips to add to this list?

The 4 D's of Time Management

Shirley Mietlicki of the Massachusetts Cooperative Extension shares a list of 4 D's of time management – Do, Dovetail, Delegate and Delay – that are described in another handout. Do you have reactions to these ideas? Do you think we should add a 5th D: Don't Do It? Are there things we do that won't matter if they don't get done?

Delegation is important for 4-H groups where leadership roles should be shared. The handout “Delegation” gives ideas about sharing responsibilities with adult and youth leaders. A management tool that one 4-H club uses called “Resource Activity Books” is described in a handout. These useful notebooks provide great planning assistance to new people taking over a task.

Do Ahead:

- Have supplies and handouts ready.
- Recruit someone to record the reflection discussion to use as an evaluation (optional).

Sources:

- Created by Linda Kustka, Professor Emeritus, Department of Youth Development, UW-Extension.
- This lesson is based on two brochures, "Time Managers 1 and 2: Helping Youth Manage Time," by Jacklyn A. Bruce, Youth Leadership Development, Agricultural & Extension Education, Pennsylvania State University, <http://leadership.cas.psu.edu/Tools.html>.
- The "4 D's of Time Management" comes from the teaching plan "Balancing Family and Work" by Shirley A. Mietlicki, Cooperative Extension, University of Massachusetts, 1995, www.nncc.org/Parent/bal.fam.work.html.

Closing

As our discussion ends, I hope this has been a good use of your time. You are already experts at juggling many roles. We can learn helpful ideas from each other to make things simpler, easier, faster and more fun.

TALK IT OVER**Reflect:**

- Was this activity easy or difficult to do? Why?
- What are time wasters that happen in a 4-H club?
- How might we reduce these time wasters?

Apply:

- How might these time management ideas be used in your 4-H club?
- What tasks could you delegate in your 4-H club to others?

ENHANCE/SIMPLIFY**Enhance:**

- Share examples related to time management ideas. Pick some common tasks and ask well organized volunteers to share how they do them, e.g., ordering club supplies or getting their own kids ready for camp or county fair.
- The resources listed below include ideas for helping people set priorities, organize their household, divide family tasks and analyze how they spend their time.
- Other lessons in this series include related ideas on sharing club tasks and responsibilities.

Simplify:

- If you are short of time, choose either the nine rules to avoid wasting time or the 4 D's of time management.

EVALUATION

It is important to use an evaluation that is consistent with your teaching objectives. The short evaluation in the handouts can be modified to meet your needs. An alternative to a written evaluation is to record the Reflection discussion under "Talk It Over." Recruit someone ahead of time to take notes while you are leading the discussion. Remember to share the evaluation results with 4-H Youth Development Extension staff in your county.

ADDITIONAL WEB LINKS

- Elizabeth B. Bolton, "Elder Companion, Lesson 7: Time Management," FY593, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, 2004. This teaching plan includes time log analysis, personal energy graphing and helpful hints. Go to <http://edis.ifas.ufl.edu/pdffiles/fy/fy59300.pdf#search=teaching%20youth%20time%20management>.
- Garret D. Evans, "Time Management for Kids," Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, 2003. This bulletin, which gives parents tips for helping their children manage their time, can be found at <http://edis.ifas.ufl.edu/pdffiles/HE/HE79500.pdf>.
- Virginia K. Molgaard, "Balancing Work and Family: Leading a Double Life," Iowa State University, University Extension, 1996. This helpful tip sheet on dividing family tasks can be found at www.extension.iastate.edu/Publications/PM1404C.pdf.

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Design Your Ideal Average Day

What's this? It's a day that:

- Happens when school is in session, 4-5 times each week.
- Definitely includes sleep, grooming, meals, house-hold chores.
- Might include paid employment, school, errands, appointments, driving people places, sports, school and community organizations, TV time, time with family, time with friends, hobby, reading, etc..
- It is not a holiday, snow day or major event.

So, if this is Your Ideal Average Day, what's happening?

1 a.m.	_____
2 a.m.	_____
3 a.m.	_____
4 a.m.	_____
5 a.m.	_____
6 a.m.	_____
7 a.m.	_____
8 a.m.	_____
9 a.m.	_____
10 a.m.	_____
11 a.m.	_____
Noon	_____
1 p.m.	_____
2 p.m.	_____
3 p.m.	_____
4 p.m.	_____
5 p.m.	_____
6 p.m.	_____
7 p.m.	_____
8 p.m.	_____
9 p.m.	_____
10 p.m.	_____
11 p.m.	_____
Midnight	_____

The 4 D's of Time Management

Use the 4 D's of time management to improve your use of time:

DO IT:

- Make a “to do” list.
- Rank the things that need to be done first.
- Break big tasks into smaller ones.
- Do big tasks when you have the most energy.

DOVETAIL IT:

- Do two things at once, e.g., folding laundry while watching TV.

DELEGATE IT:

- Unimportant or easier tasks can be given to other people (e.g., children, spouse or mate).
- Don't expect everything to be done perfectly.

DELAY IT:

- If it's not important, hold off doing it.

Delegation

Delegation is “the act of empowering to act for another.” We enable others to develop their leadership skills through experience.

Some Reasons People Don’t Delegate:

- It’s easier to do it myself.
- Don’t know how.
- The task won’t be done the way I would do it or won’t be done at all.
- I fear losing control.
- It takes too much time.
- I’m afraid to ask someone for help.
- I don’t trust others – don’t know who is capable.
- Others may not follow through.
- I like doing it – it’s my thing! I won’t get credit for it.
- I need to be known as someone who gets things done.
- The task is boring. I’d rather do it myself.
- I fear an obligation to do something in return.

Why Delegation is Important:

- Gives others the opportunity.
- Might be fun for others.
- You don’t have time to do it all!!!!
- Allows for things to be done in new ways.
- Other people might have more interest or skills for the task.
- Involved youth/adults feel more connected to the 4-H club.

What Can Be Delegated:

- Something significant that is not a challenge to you, but might be to someone else.
- Jobs that you don’t have (or want) to do.
- Jobs for which you don’t possess the necessary skills, knowledge or contacts to do effectively.
- Jobs that would be a learning experience for others.
- Something someone might enjoy doing.
- Something that is easier to do from a certain physical location.

Make a list of things you are doing that could be delegated:

Resource Activity Books

Resource Activity Books contain information about club tasks or events that are led by different people each year.

Supplies:

- Notebook - You can use a spiral, 3-ring binders, folders or any style of your choice.
- Box for storage – A place where all resource books can be stored when not out with committees.
- A list of activities or programs that are in a resource book. Tape it on the storage box.

Guidelines:

1. In the front of each book include general guidelines for the activity or program.
2. The guidelines include “who, what, when and where” information. Examples: Who to call for a window display, when to start the activities, and contact(s) for questions. Leave a space for adding new information to an area. List general supplies used for this activity.
3. If the club will finance the activity, indicate what amount was budgeted for the activity or project. If donations were used in the past, list the sources of the donations.
4. Each year the committee should write notes concerning the activity. Have extra paper in the book to be used for this purpose. Make notes on what worked, new resources, any suggestions for future projects, etc. Make a record of cost and supplies, including receipts for any expenses. If it was done as a fundraiser, a record of that information should be included. (Income – Expenses = Profit.)
5. The resource book is to be filled out every time the activity or program is done.
6. Resource books are to be handed back to the leader or person in charge of the box for storage.

Time Management

Evaluation

7. How useful will this information be to help you with time management?
(Circle one response.)

Very Useful Somewhat Useful Not Sure Not Useful

8. Do you feel these time management ideas can be used in your club?

Yes No

9. What will you do as a result of this program?