



14: The Magic of Time Management

A PK-6 Lesson on Planning, Prioritizing, and Making Time for What Matters



Introduction for the Facilitator

This lesson focuses on the professional skill of **time management**, which is the ability to make smart choices with how we use our time. For PK-6 students, it means learning to **plan ahead, stay focused, and balance work with fun** in a way that helps them succeed and feel good.

Time management gives students a sense of control over their day. It helps them build routines, finish what they start, avoid last-minute stress, and make time for things they care about. Most importantly, it gives them the daily structure to grow their talents, meet goals, and live a life they're proud of.

When students learn to manage their time, they strengthen their **personal competitive advantage**, which is simply the habits and focus that help them stand out. And it moves them toward the organized, exciting, and purposeful **lifestyle** they want to build.

This lesson includes:

- A relatable Social Story
- 8 Group Discussion Questions with follow-ups
- 8 flexible Journal Prompts (draw or write)
- 10 interactive classroom Activities
- A printable Worksheet to help students manage their own time better

Let's help students see that **how we spend our time shapes who we become**, and that even small choices today can make a big difference tomorrow.



Social Story: *Elena's Hour of Power*

Elena loved art. She loved soccer. She even liked school. But her days felt messy. Sometimes she forgot her homework. Other days, she missed art time because she wasn't done with math. One night she cried, "I don't have enough time for everything!"

The next day, her teacher Mr. Washington introduced a new tool: the "Hour of Power."

"You don't need more time," he said. "We all have the same amount. You need to plan how you use yours."



He showed the class how to break time into small blocks. "Start with what matters most. Then fit the rest around it."

Elena started writing down her goals: ten minutes to review spelling, twenty minutes for art, five minutes to clean her desk. She even scheduled her snack!

That week, she finished homework on time, felt more relaxed, and still had space for fun. She realized that planning her time didn't make her life boring... it made it **better**.

Time management became a quiet superpower in Elena's life. It helped her feel proud, balanced, and focused. And it became part of her **personal competitive advantage** that would help her live the **lifestyle** she dreamed of: creative, calm, and in control.



Group Discussion Questions

- 1. What does time management mean to you?**
Follow-up: Why is it helpful to plan your day or week?
- 2. What happens when we don't use our time wisely?**
Follow-up: How do you feel when you're rushed or forget something?
- 3. What's one thing you wish you had more time for?**
Follow-up: How could better time management help with that?
- 4. What helps you stay focused and avoid distractions?**
Follow-up: What gets in the way of using time well?
- 5. Why is it important to make time for both work and rest?**
Follow-up: What helps you balance the two?
- 6. What's a small routine that helps your day go smoother?**
Follow-up: How did you build that habit?
- 7. How does time management help build your personal competitive advantage?**
Follow-up: What goal has this skill helped you reach?
- 8. What kind of lifestyle do you want to build?**
Follow-up: How can good time habits help you live that kind of life?



Journal Prompts

(Students can write or draw their answers based on age and ability.)

1. **Draw or write about your perfect day. How would you use your time?**
2. **What is one thing that helps you stay on track with your work?**
3. **Describe a time you were proud of finishing something on time.**
4. **What's one habit you want to build that could help your day feel better?**
5. **If time management were your superpower, what would your superhero name be? What could you do?**
6. **What part of your day feels most rushed or stressful? What could help?**
7. **How can being more organized with your time help you grow your skills?**
8. **How does time management help you build your personal competitive advantage?**



Activities

1. **Build a Daily Schedule**
Students create a sample daily routine that includes school, home, play, rest, and learning time.
2. **Time Estimation Game**
Students guess how long certain tasks take, then time themselves. Reflect on accuracy and planning.
3. **My Three Priorities**
Each morning, students write (or draw) their top 3 focus goals for the day. Check in at day's end.
4. **Focus Timer Practice**
Use short timers (5–15 minutes) for focused work, then pause for movement or reflection.
5. **Task Sorting Race**
Students sort task cards into “urgent,” “important,” or “can wait.” Discuss how to prioritize.
6. **Time Blocks and Brain Breaks**
Learn how to alternate focus work and rest through fun rotating centers or journals.
7. **Planning Partner Challenge**
In pairs, students plan how to complete a group activity within a timeframe. Reflect on how well they managed it.
8. **Make a “Lost Time” List**
Students brainstorm ways they lose time each day, then share ideas for how to regain or redirect it.
9. **Routine Poster Design**
Students create a visual of their best morning or bedtime routine using steps, pictures, or words.
10. **Celebrate a Planned Goal**
Each student chooses a small time-based goal (e.g., “Read for 10 minutes before dinner”) and celebrates completion with a sticker, cheer, or shoutout.



My Time Management Toolbox

Name: _____

Helpful Words:

- **Time Management** = using my time wisely to get things done and feel calm
- **Lifestyle Goal** = the kind of life I want to live
- **Personal Competitive Advantage** = my special strengths and habits that help me grow

Directions:

Write or draw your answers.

Every smart minute adds up!

Use the back of this sheet if you need more space.

1. One thing I want to make more time for is:

2. One way I can stay focused is:

3. Something I finished on time and felt proud of is:

4. One habit I want to build is:

5. My Time Management Superpower helps me do these things:

6. Managing my time helps me grow my personal competitive advantage by:

7. This is how time management helps me live the lifestyle I want: