

## Lesson: Time management – What are you doing next week?

**Level:** Elementary

**Age:** Teenagers / Adults

**Time:** 20-30 minutes

**Language objectives:** to make plans for the following week and arrange times and places to meet other members of the class

**Key life skills:** time management, planning

**Materials:** one copy of the worksheet per student



### Procedure

1. Give a copy of the worksheet to each student in the class.
2. Tell them that this is a page out of their agenda and that they are going to make some arrangements for the following week.
3. Ask the students to think of six leisure activities they would like to do during the week and to write them down wherever they like in their agendas. Point out the arrangements already written in their agendas as examples. Explain that at this point they should only write in the activity and leave the spaces marked 'with' and 'at' blank.
4. When they have done that, ask them to go around the class and find someone who is free to do each of the activities with them. They should ask and answer like this:

**Student A:** *What are you doing on Thursday evening?*

**Student B:** *Nothing, I'm free.*

**Student A:** *Would you like to go swimming with me?*

**Student B:** *Yes, I'd love to.*

**Student A:** *OK, let's meet at 6:30.*

or

**Student A:** *What are you doing on Saturday afternoon?*

**Student B:** *I'm going to the movies.*

**Student A:** *What about Saturday evening? etc.*

When Students A and B have agreed to do an activity together, they should write each other's name and the time they have arranged to meet in the relevant place in their agendas.

5. The students repeat the activity until they have found someone to do each of their leisure activities with. They should find a different person for each activity.
6. Stop the activity when one of the students has finalized arrangements for each of the six leisure activities.

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Worksheet

MORNING	AFTERNOON	EVENING
<b>MONDAY</b>		
_____	<u>Ice-skating</u>	_____
with _____	with <u>everyone in the class</u>	with _____
at _____	at <u>2:15</u>	at _____
<b>TUESDAY</b>		
_____	_____	_____
with _____	with _____	with _____
at _____	at _____	at _____
<b>WEDNESDAY</b>		
<u>School trip to museum</u>	_____	<u>Video evening at school</u>
with <u>everyone in the class</u>	with _____	with <u>everyone in the class</u>
at <u>10:30</u>	at _____	at <u>7:30</u>
<b>THURSDAY</b>		
_____	_____	_____
with _____	with _____	with _____
at _____	at _____	at _____
<b>FRIDAY</b>		
_____	_____	<u>School party</u>
with _____	with _____	with <u>everyone in the class</u>
at _____	at _____	at <u>8:30</u>
<b>SATURDAY</b>		
_____	_____	_____
with _____	with _____	with _____
at _____	at _____	at _____
<b>SUNDAY</b>		
_____	<u>Picnic</u>	_____
with _____	with <u>everyone in the class</u>	with _____
at _____	at <u>1:30</u>	at _____

TIME MANAGEMENT