

# Magic Hourglass

## TIME MANAGEMENT ACTIVITY

### OBJECTIVE:

Improve personal time management skills using an hourglass.

### MATERIALS:

- Hourglass (1 or 3 minutes)
- Blank calendars or planners
- Sticky notes or index cards
- Markers
- Journals for reflections

### ACTIVITY OUTLINE

Discuss personal time management importance. Introduce the hourglass as a visual time tool.



### Part 1: Identifying Tasks (15 minutes)

**Brainstorm:** List all tasks (homework, chores, activities).

**Prioritize:** Use a priority matrix to categorise tasks by urgency and importance.

### Additional Tips

- Emphasise breaks and self-care.
- Suggest sharing plans for accountability.
- Remind students to seek help if needed.

### Conclusion (5 minutes)

- Summarize key points about time management and using the hourglass.
- Encourage regular review and practice of time management skills.

### Part 4: Goal Setting (15 minutes)

**Set Goals:** Write specific time management goals (e.g., finish homework on time).

**Adjust Strategies:** Review what worked, what didn't, and adapt plans.



### Part 2: Creating a Time Management Plan

(20 minutes)

**Weekly Planning:** Fill in tasks on calendars, allocating time slots.

**Using the Hourglass:** Plan focused work sessions (e.g., 25 minutes) followed by breaks with the hourglass.

### Part 3: Implementing the Plan

(15 minutes)

**Practice:** Select one task, use the hourglass for timed focus.

**Reflection:** Discuss focus levels and hourglass effectiveness.