

8<sup>th</sup> Grade - Career Management  
Unit 2: Time and Stress Management  
Teacher: Keri Beth Jones

**Standard(s) Covered:**

MSCM8-2: Students will develop management skills that lead to academic and career success.

**EQ:**

- What is time management and how can I manage my time more wisely in the future?
- What is stress management and what can I do to alleviate stress in the future?

**Objectives:**

- Students will fill out a time management form in order to get them to think about how they are currently managing their time.
- Students will work with a group to review time management strategies and then act out a given time management situation.
- Students will participate in a discussion with the teacher after each situation is performed and talk about the pros and cons of how the given situation was managed.
- Students will make sure they can get into their Google account. If not, they will need for their accounts to be reset by Mrs. Vismor.
- Students will learn how to setup their Google Calendar, how to create events, how to invite people to those events, how to add calendars, how to create reminders, and how to setup their mobile alert reminders.
- Students will learn how to track their time management using a time log.
- After one week of tracking their time management, students will reflect on their current time management skills by answering reflection questions.
- Students will learn how to manage stress by performing a variety of stress reduction exercises.
- Students will reflect on how the stress reduction activities affected them by answering reflection questions about this experience.

**Time: 4 Days**

**Activities:**

**Day 1 -**

- Login to Edmodo and complete the Time Management form that is posted there for you.
- Once you finish with your form, come to Mrs. Jones in order to be given a group number. Teacher Info: Students who finish will be group leaders and then as other students finish they will be put into the groups in the order in which they finish.
- Once you have at least 2 people in your group, go to this website in order to read the 13 time management tips: [TIME MANAGEMENT TIPS WEBSITE](#)
- After reading the time management tips, you need to read through your situation on this website. Your situation is your group # - Group 1 = Situation 1 - [TIME MANAGEMENT SITUATIONS](#)
- Now, figure out how you are going to act out the situation that is assigned to your group. You can change little details of the story but do not change the lesson or outcome of the story. You will have 10 minutes to prepare and then your groups will present at the end of class.

**Day 2 –**

- Everyone needs to login to their GOOGLE ACCOUNT and wait patiently for instruction from Mrs. Jones.

- We are going to do an exercise with Google Calendar today in order to work on our Time Management skills.
  - Show Google Calendar Video: <http://www.cleanvideosearch.com/media/action/yt/watch?v=em2KijviXJO>
  - Teach students how to add an event and invite another person to that event
  - Teach students how to set-up their Mobile alerts so they can receive texts for reminders (if allowed by their parents and available on their phones)
  - Teach students how to add calendars from MBMS website
  - Teach students how to add calendars from Moodle Sites for each of their classes
  - Teach students how to create reminders for each of the added events that they would like to be reminded about

### Day 3 –

- Open this file and save it to your drive: [TIME MANAGEMENT LOG](#)
- Complete the Time Management Log for yesterday and the hours that you have already lived today. You will complete this log every day for a whole week. You can do Saturday and Sunday on Monday. Please pay attention to the directions.
- I will be leading you through some stress management activities after everyone is finished with their time management logs. Read this introduction before we begin:
- **Stress Reduction Activities for Students Introduction** - Stress is a natural part of every young person's life. Stress is any change, internal or external, positive or negative, to which a young person must adapt; simply, "stress is anything that causes physical and/or mental wear and tear on the body and mind" (Joyce V. Fetro, Personal & Social Skills, 2000). Students' stress is usually related to everyday experiences, worries and challenges at school, home, in the community and within their peer group. For example, young people may experience stress resulting from bullying, name calling, social isolation, not getting what they want, body image, academic difficulties, and unsafe neighborhoods. While each student will respond to and resolve stress differently, the impact of ongoing and/or unresolved stress can lead to feelings of anxiety, depression, irritability, poor concentration, aggression, physical illness, fatigue, sleep disturbance and poor coping skills such as tobacco, drug and/or alcohol use. Therefore, young people, like adults, can benefit from learning and practicing stress management skills. Students who develop stress reduction skills learn how to feel and cope better without hurting themselves or others. Identifying and acknowledging the causes of stress and expressing feelings about them are usually the most effective tools students have to reduce stress, in addition to learning practical stress reduction skills. Here are some great tips for reducing stress:
  - Eat healthy meals with plenty of fruits and vegetables
  - Maintain daily routine and schedule
  - Exercise regularly
  - Avoid caffeine (can increase feelings of anxiety and agitation)
  - Do things you enjoy (for example: art, listening to music, being outdoors, dancing, writing poetry, reading, etc.)
  - Get good amounts of rest and sleep
  - Avoid alcohol, tobacco and drugs
  - State feelings in a clear way (for example: "I feel angry when you yell at me.")
  - Decrease negative self talk (for example: transform "My grades will never get any better." to "I may not be doing to well now, but my grades can improve if I get extra help and I do all my homework.")
  - Be with friends who help you cope in a positive way
  - Learn relaxation techniques (such as: deep breathing, muscle relaxation, meditation)
  - Talk to caring adults
  - Humor/laughter
- Please complete the STRESS MANAGEMENT REFLECTION SHEET after we complete the stress management activities in class. **WRITE YOUR ANSWERS IN YOUR INTERACTIVE NOTEBOOK.**

### Day 4 –

- Try logging in – We are having some network issues – If you can login do this

- Open your Time Management Log from yesterday by going to your drive and opening your saved file. Then complete the log for the hours you have lived since yesterday when you logged your hours.
- 8B - Finish stress management activities from yesterday with Mrs. Jones
- 8A – Get your notebooks from the bin
- Notebook Set-up – Follow Mrs. Jones’s Directions for your Table of Contents
- Finish answering these stress management questions from yesterday:
  1. Where did your visualization take you?
  2. Do you feel more calm/relaxed after going through this exercise?
  3. What did you see, hear, feel, smell during your visualization/did anything in particular stand out?
  4. What was it like throwing your burdens into the water?
  5. How does it feel to be back in the classroom?
  6. Is this technique/exercise something you might do in the future to calm down, relax and reduce your stress?
- Transition into Money Management
- Budgeting activity & discussion

**Resources Needed/Teacher Preparation:**

- Create the Time Management Form in Google Forms and post to Edmodo Groups
- Post the Agenda(s) on the class website with links to time management tips and situations
- Familiarize yourself with Google Calendar so that you can walk through the calendar setup with the students during class
- Need access to a computer and projector in order to show Google Calendar Video
- Time Management Log
- Stress Management Reflection Sheet
- Stress Management Packet found at this website:  
<http://www.healthiersf.org/resources/pubs/stressRed/StressReductionActivities.pdf>
- Time Management Packet found at this website:  
<http://transitionacademies.wikispaces.com/file/view/9-day5+Time+Management.pdf>