



## ACTIVITY: 'JOSH'S CALENDAR'

**TIME:** 30+ minutes  
**SIZE:** Individuals or pairs  
**SPACE:** No special requirements  
**RESOURCES:** Josh's Life, Activity Key Sheet (two Activity Keys per student), and Blank Timetable (pp.62–64), scissors, glue, pens, paper

**The aim** is for students to have practical experience in time-managing a student's week.

**The result** should be an understanding that the demands of life are easier to manage with prioritisation and planning, and that planning ahead allows us to schedule pleasant/enjoyable events into our lives.

NB: If time is tight, this activity can be commenced in class and completed by students in their own time at home.

1. Distribute to each student a copy of Josh's Life (a short one-page piece that speaks about fictional student Josh and his life commitments), a copy of the Blank Timetable, and a blank Activity Key sheet.
2. Students must try and develop a schedule for Josh, accommodating as many of his commitments and goals as possible. Translating tasks into hour blocks (using the Activity Key Sheet) will help them shuffle around Josh's commitments.
3. Students will find that they have to make compromises and will have to prioritise Josh's tasks in order to fit everything – including enjoyable/pleasant events – into the week-long schedule.
4. Allow at least 10 minutes for this activity – it is up to you whether class discussion continues through the activity.

### EXTENDING THE ACTIVITY\*

5. Distribute to each student another Activity Key Sheet and one Blank Timetable.
6. Explain that students are to use these tools to create their own weekly timetable. Using the Activity Key Sheet will allow them to mix and match the hours they need to commit to certain tasks, and to juggle them on their timetable.
7. If time permits, have them complete this activity in class. If not, help them commence the activity and then have them complete the activity in their own time at home.

\* If your students have completed their own timetables, ask them to discuss the differences between completing Josh's timetable and their own as well as the questions in the third and fourth bullet points below.



## DISCUSSION SUGGESTIONS

- The most efficient enterprises in the world employ schedules to help them meet deadlines and complete tasks in a timely manner. Everyone from builders to airlines use them to help stay on top of tasks. Brainstorm organisations that use schedules and what benefits they might get from them. Brainstorm challenges that these schedules might face (e.g. train breakdowns that throw out timetables; volcanoes that close airports). How do organisations manage these?
- In what ways might these challenges be similar to challenges you face? What can you do in those situations?
- Did you find the process of itemising Josh's weekly commitments easy or hard? Was it useful to think of everything in terms of hours?
- How did you find the process of slotting the hours of Josh's tasks onto the weekly calendar? Was it easy or difficult? Why? What decisions did you have to make?
- Discuss the importance of scheduling enjoyable/pleasant events. Locking them into a calendar is one way to make sure that we all get the enjoyable 'down time' we need to help clear the cobwebs, and keep us uplifted and better able to tackle more challenging tasks.