

Time Management

This activity accompanies chapter 15 from *Up From Slavery* by Booker T. Washington, record number 4892.

Activity Title: Time Management

Description: The students will write out their weekly schedule and determine how efficiently they are using their time.

Subject: Reading/Language Arts

Skill: Writing Process - Planning

Behavioral Objective:

- The student will create a spreadsheet illustrating a typical work week for them.

Materials:

- *Up From Slavery*, chapter 15, available in audio and print form at <http://etc.usf.edu/lit2go/>
- Pencil and paper
- Computer access to spreadsheet program (if available)

Procedures:

Read the fifteenth chapter of the book with the students, or have them read it on their own. In the fifteenth chapter of the book, Washington talks about his busy schedule and how he becomes the “master instead of the servant” of his work. Have the students outline their typical work week (including school work, chores, job, free time etc.) in a chart form, or using a spreadsheet program. Next, have the student write a short description of their work week explaining how they spend their time, whether they spend their time efficiently, and if not, how they can make better use of their time. Have the students share their finished schedules with a partner.

