**Activity 4**

**Time-Management Challenge**

We all have days when our huge list of tasks and the amount of time to complete them just don’t seem to compute. When time is tight and your agenda is packed full, you’ve got to prioritize tasks and work efficiently! This activity gives students the opportunity to practice just that by presenting them with a large list of tasks and a limited time frame. They must decide the relative value and time commitment of each task in order to earn the most points. The complicating factor? They have to do it in teams!

**SKILLS:**

Negotiation, critical thinking, communication, time management

**HOW TO:**

Make a list on chart paper of a variety of tasks and a point value for each. For example: Do 25 jumping jacks (5 points), make up a nickname for each member of the group (5 points), get every person in the class to sign a piece of paper (15 points), form a conga line and conga from one end of the room to the other (5 points, 10 bonus points if anyone joins you), etc. Make sure you list more than enough tasks to take up 10 minutes. Divide your students into groups of five or six and give them 10 minutes to collect as many points as they can by deciding which tasks to perform. A debriefing session is essential with this game. Guide your students to think about how they made decisions, what group dynamics came into play and how they determined the value of each task.