

T E X A S   A D U L T   E D U C A T I O N   S T A N D A R D S  
L E S S O N   P L A N

**Before you begin**

**Title:** Time Management

**Setting:** ESL

**NRS Level(s):** Level 4: Low Intermediate  
                  Level 5: High Intermediate  
                  Level 6: Advanced

**Open entry/exit:** Yes

**Context:** Academic

**Standard(s):** ESL Read with Understanding

**Benchmark(s):** 1.6, 2.4, 4.5, 5.5

**Objective:** To become more effective at time management.

**Materials:** Computer, Internet access, handouts of KWLH chart, paper, pencils

**Estimated time needed to prepare for this lesson plan:** 30 minutes

**Estimated time needed to complete this lesson plan:** 3-4 hours

**The Lesson Plan**

**Introduce the lesson:**

As a group students will brainstorm and discuss what they **K**now about time management, and how time management will help them in their lives. Student will make a list of things they **W**ant to know about time management.

**Teach the lesson:**

Explain to students how to use KWLH technique by having them locate the reading: Personal Goal setting Exercise. Setting and Achieving Life Goals with Mind Tools. (<http://mindtools.com/page6.html>). Students individually locate unfamiliar vocabulary words and look these words up in the dictionary.

**Practice the lesson:**

Students will individually locate an article on the internet relating to time management. Students will scan the reading, predict what the article is about, and state the main idea. Students will use links within the content of the article (if available) to find meanings of unfamiliar words. After

determining the meaning of an unknown word, students write the word in a personal vocabulary journal. Students individually, write 3-5 statements about what they **L**earned from reading the article and share with rest of the class. As a class, students brainstorm on **H**ow they can learn more.

**Assess the lesson:**

Using the computer, students individually read and complete a KWLH chart. If computers are not available, teacher can distribute handouts of a KWLH chart for students to complete (available from the following link): <http://www.ncsu.edu/midlink/KWL.chart.html>

**Apply the lesson to the real world:**

By using effective time management, students are able to be more successful in achieving goals.

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