****

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employability Skills Area: Self-management and Time Management**

# **Assignment Name: Time Management Activity 1**

Read the following scenarios about time management and answer the questions at the end of the page with at least 3-4 complete sentences

**Steps in Completing a 4-H Poster for Fair Activity**

At 4-H enrollment time, we don’t think twice about signing up for 20 different 4-H projects; however, when the night before judging is upon us, a simple 4-H poster can seem overwhelming. This activity will allow us to utilize what we have learned and put our goal-setting and prioritizing skills to the test.

**Scenario #1**

It’s 10 p.m. on the day before 4-H project judging begins. Steven is frantically searching his house for supplies so he can start working on his Health poster. He also needs to find some graphics on his computer. But first, he has to decide which topic he will cover: First Aid for Poisons or First Aid for Burns. And he just remembered that he forgot to buy a plastic sleeve for the poster.

**Scenario #2**

Three houses down, Mike checks his Photography, Scrapbook, and Geology exhibits one final time and takes them out to the car. He wants to get to bed soon so he will be well-rested and sharp for 4-H judging tomorrow.

**Discussion Questions**

* What is the difference between Steven and Mike?
* What time management tips do you think helped Mike complete his projects in plenty of time for the fair? What would you recommend Steven do in the future to avoid this last-minute stress?
* Who do you want to be more like, Steven or Mike?
* Is this a reasonable goal for you? Why or why not?