



of Greater Indianapolis

FULL PLATE

Ages:

15-18 years old

Activity Description

Keeping a schedule is a great tool for time management. There are only 24 hours in a day! How do you use each of those 24 hours? This activity will help you visualize how much time you spend on your tasks during the day and week, and help you increase productivity by planning well each day and week.

Time:

20-30 minutes

Materials Needed:

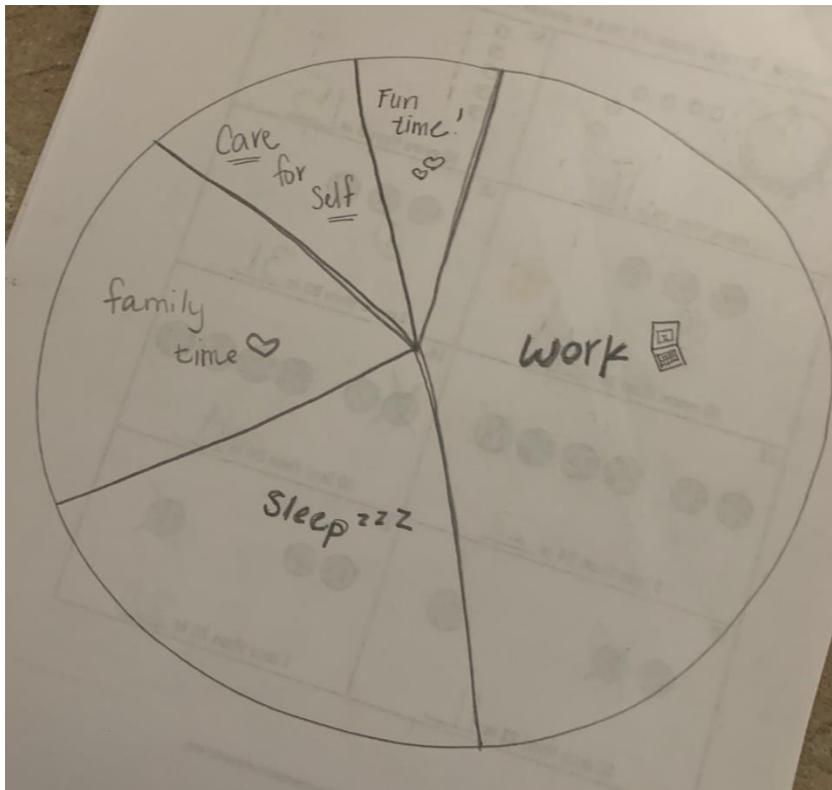
- Printer (or piece of paper if no printer is available)
- Something to color with (pens, markers, crayons and/or highlighters)
- Paper plate (if not available, use a piece of paper)
- Ruler or other straight edge to draw lines
- The “My Weekly Schedule” template document attached to this activity

Instructions:

1. Pull out a paper plate. If you do not have a paper plate, grab a piece of paper and draw a large circle in the middle of the piece of paper.
2. Think of the plate or circle as a big piece of pie. How much of your pie is spent doing a certain task?
3. Begin to think about your day. How do you spend the 24 hours in your day? The 24 hours is the whole pie.
4. Think about the most important things first. How much time do you spend sleeping? Eating? Doing homework? Caring for yourself? Mark these times on the circle.

See Example below:

Inspiring all girls to be strong, smart, and bold



5. Think about the other tasks you complete in your day? How much time do you spend on your cell phone? Talking with friends? Cleaning your room? If you aren't sure, pay attention to the amount of time you spend on each of these things for the next 24 hours, then come back and complete your pie.
6. Once you've completed the whole circle with the different tasks you do in your 24 hours, you are going to color code each of your tasks.
7. For each task, evaluate the amount of time you spend on the task currently and if you think that you should increase or decrease the amount of time you spend on this task.
8. For example, if you put that you sleep >8 hours on your Full Plate, you should reconsider increasing this amount of sleep. The Sleep Foundation recommends that teenagers "need about 8 to 10 hours of sleep each night to function best." (www.sleepfoundation.org/articles/teens-and-sleep).
9. Color Code:
 - a. Green = I spend a good amount of time on this task
 - b. Red = I need to spend less time on this task
 - c. Yellow = I need to spend more time on this task
10. Use the "MyWeeklySchedule" to create a modified schedule of your week! First fill in your "top priority" tasks (i.e. work schedule, class schedule, other obligated

tasks), fill in time you take care of yourself (i.e. breakfast, lunch, dinner, sleep, and exercise.

11. Once you're done, be sure to post a picture with your newly created schedule with the hashtag #GirlsInIndy

ACTIVITY RECAP

Discovery Questions:

Answer the following questions about your Full Plate.

- There are 24 hours in a day. 8 to 10 of those should be spent sleeping and some of those hours are required for taking care of yourself. So how do you use the other hours in the day? Do you think you use your time wisely?
- What was one task that you felt that you needed to adjust your time spent, and why? Was it too much time on your cell phone? Not enough time for homework?
- After you complete your weekly schedule template, do you think you could use this in your day to day life?

My Weekly Schedule

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning	8:00am							
	9:00am							
	10:00am							
	11:00am							
Afternoon	12:00pm							
	1:00pm							
	2:00pm							
	3:00pm							
	4:00pm							
	5:00pm							
Evening	6:00pm							
	7:00pm							
	8:00pm							
	9:00pm							
	10:00pm							
	11:00pm							

Instructions:

1. Print out this template (if a printer is not available, replicate the schedule on a piece of paper)
2. Schedule in your top priorities, first. School, work schedule, study time, and time to take care of yourself (for example, sleep, care, hygiene, exercise).
3. Fill in the rest of your week with your other tasks (friends, fun, and leisure).