UNIT Title: Time Management Designer: Paola Delarosa-Lloret, Leah Willis, Brady Davis
Purpose: To equip graduate students with strategies to improve time management, prioritize tasks, and meet academic deadlines effectively. **Seat-time:** 3 hours and 10 minutes

Context: This new unit is part of an online graduate course designed to enhance students' time management skills. It provides tools and strategies for task prioritization, schedule planning, and minimizing distractions. The instructional goal is to improve students' ability to prioritize tasks, manage academic workloads, and meet deadlines consistently. It is an online, self-paced activity that involves interactive activities. The facilitation will combine guided activities, reflection tasks and assessments.

Target Audience: Graduate students in online programs, balancing personal, academic and professional responsibilities. No prior time management training is required.

Expected UNIT outcomes:
- Learners will categorize tasks into four priority levels using the Eisenhower Matrix with 90% accuracy, demonstrating their ability to prioritize based on urgency and importance.
- Learners will design a weekly schedule that allocates time for academic activities, ensuring that at least 80% of planned tasks are completed within the scheduled time frame.
- Learners will break down an enormous task into smaller, actionable steps using SMART goals.
- Learners will design their schedules in response to unexpected changes, reflecting their ability to maintain flexibility and meet at least 85% of their original deadlines while effectively managing disruptions.

Overview: The course introduces essential time management principles to help students overcome challenges in balancing academic, personal, and professional responsibilities. Students will learn to use the Eisenhower Matrix to categorize tasks by urgency and importance, developing the ability to prioritize effectively with 90% accuracy. They will also create personalized weekly schedules that allocate time for academic tasks, aiming to complete at least 80% of planned activities. Students will break down larger tasks into actionable steps using SMART goals and practice adjusting their schedules in response to disruptions, with the objective of meeting at least 85% of original deadlines.

Key UNIT content: 1) Introduction to time management principles. 2)Task prioritization using the Eisenhower Matrix. 3) Developing effective schedules using SMART goals. 4) Assessment 5) Summary

Content learning assessments: 1) Quiz on Eisenhower Matrix. 2) SMART Goals matching activity. 3) Task Prioritization activity. 4) Final assessment.

Resources required for UNIT: 1) Facilitator's guide. 2) Learner's guide. 3) Presentation platform that includes quizzes and assessments.
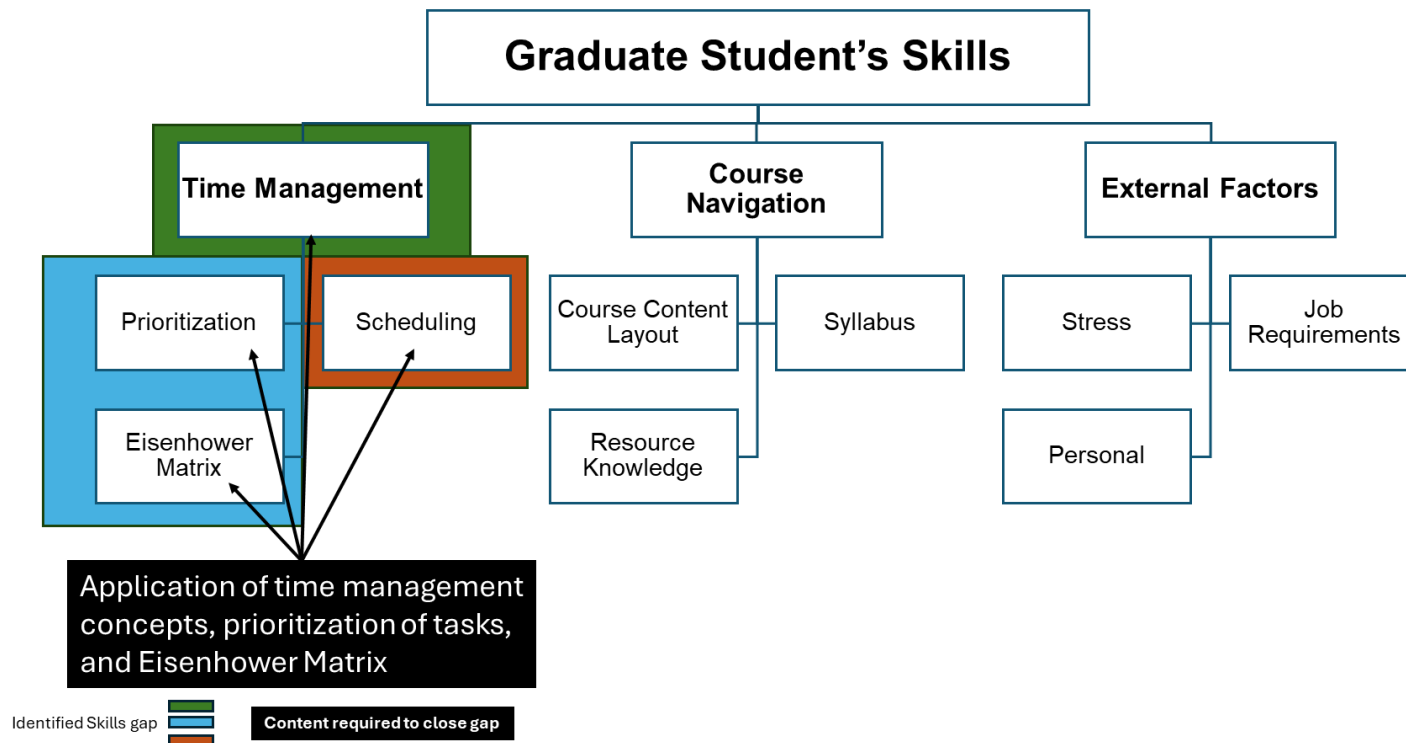
Facilities required for UNIT: Delivered online through the institution's learning management system.

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Content Hierarchy:

Graduate Student's Skills

Time Management
- Prioritization
- Scheduling
- Eisenhower Matrix

Course Navigation
- Course Content Layout
- Syllabus
- Resource Knowledge

External Factors
- Stress
- Job Requirements
- Personal

Application of time management concepts, prioritization of tasks, and Eisenhower Matrix

Identified Skills gap

Content required to close gap

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UNIT Flow Chart of EVENTS with brief EVENT descriptions:

Introduction to Time Management Principles (30 Minutes)

- Overview of the importance of time management in academic settings.
- Key principles for balancing academic, professional and personal responsibilities.
- Quiz: Multiple Choice questions to reinforce learning.
- Debrief

Task prioritization using the Eisenhower Matrix (75 Minutes)

- Explanation of the Eisenhower Matrix and how it categorizes tasks by urgency and importance.
- Examples of tasks fitting each quadrant.
- Quiz: Drag-and-Drop questions to reinforce learning.
- Debrief

Developing effective schedules using SMART goals (75 Minutes)

- Introduction to SMART goal-setting (Specific, Measurable, Achievable, Relevant, Time-bound).
- Strategies for maintaining consistency and accountability.
- Activity: Interactive exercise where students use the Eisenhower Matrix for real-life academic tasks and scenario.
- Debrief

Final Assessment (15 Minutes)

- Comprehensive assessment covering time management principles, task prioritization, and SMART goals.
- Includes both multiple choice and practical application questions
- Debrief

Summary (10 Minutes)

- Review of key takeaways from the unit
- Reflection

UNIT title: Time Management	
EVENT Title: Introduction to Time Management Principles	**Estimated Time for EVENT: 30 minutes**

EVENT –

@P_De la rosa via @canva.com

EVENT Description:
This event introduces students to the fundamentals of time management, emphasizing the importance of balancing personal, academic and professional responsibilities. It highlights common challenges faced by online learners and provides an overview of essential principles such as goal setting, prioritization and self regulation.

EVENT Deliverables:
- Summary of core time management principles
- Initial reflections on personal time management habits.
- Quiz: Students identify key time challenges

EVENT-required resources:
- Presentation slides
- Reflective questions

Clarifying Notes on EVENT:
- The focus is to create awareness of the importance of time management and how it can impact academic performance
- Emphasize the relevance of time management in online learning environments where flexibility requires discipline
- This event sets the foundation for the more detail's sessions on task prioritization and scheduling.

EVENT primary and sub-learning objectives:
- Identify the value of time management by explaining how effective time management contributes to academic success.
- Recognize the benefits of setting priorities and managing distraction.

EVENT primary content points:
- Importance of balancing responsibilities
- Overview of self regulation techniques

UNIT title: Time Management	
UNIT title: Time Management **EVENT Title:** Task prioritization using the Eisenhower Matrix **Estimated Time for EVENT:** **75 Minutes**	
EVENT – @juststock @canva.com	**EVENT Description:** This event assess students' understanding of the Eisenhower Matrix and their ability to categorize tasks correctly. The quiz will consist of multiple choice questions and drag and drop activities. **EVENT Deliverables:** • Completed quiz with task categorization. • Immediate score (minimum passing 80%) **EVENT-required resources:** • Online quiz platform. • Task scenarios. • Drag-and-drop activities for interactive task sorting.
Clarifying Notes on EVENT: • The quiz serves as both an assessment and a reinforcement tool to solidify learning. • Feedback will be provided immediately upon completing the quiz. • Students who score below 80% will be encouraged to retake the quiz.	**EVENT primary and sub-learning objectives:** N/A **EVENT primary content points:** • Accurate identification of tasks. • Reflection on how the Eisenhower Matrix can guide daily task management.

UNIT title: Time Management
EVENT Title: Quiz on Eisenhower Matrix   **Estimated Time for EVENT: 15 Minutes**

EVENT –

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@TheaDesign @canva.com

EVENT Description:
This event introduces students to the Eisenhower Matrix, a prioritization tool that helps categorize tasks based on urgency and importance. Students will learn how to divide their tasks into four quadrants.

EVENT Deliverables:
- Completed Eisenhower Matrix exercise with rea-world tasks.

EVENT-required resources:
- Digital Eisenhower Matrix template.
- Example task lists.
- Access to collaborative tool.

Clarifying Notes on EVENT:
- The goal is to build students' ability to identify high priority tasks and focus their efforts effectively.
- The module will guide learners through practical examples to ensure understanding.
- Emphasis is placed on balancing tasks to avoid focusing solely on urgent activities.
- Following this event there will be a Drag-and-Drop questions to reinforce learning.

EVENT primary and sub-learning objectives:
- Categorize into the four Eisenhower Matrix quadrants with 90% accuracy.
- Analyze tasks list to distinguish between urgent and important tasks.

EVENT primary content points:
- Overview of the four Eisenhower Matrix quadrants.
- Strategies for balancing urgent and important tasks.
- Reflection on how the matrix can be integrated into students' daily schedules.

UNIT title: Time Management	
EVENT Title: Developing effective schedules using SMART goals **Estimated Time for EVENT: 60 Minutes**	

EVENT –

EVENT Description:
This event focuses on helping students develop personalized schedules that incorporate SMART goals (specific, measurable, achievable, relevant, time-bound). Students will learn how to break down larger tasks into smaller, actionable steps and fit them into their weekly schedule.

EVENT Deliverables:
- Completed weekly schedule integrating SMART goals.
- List of at least three SMART goals related to academic tasks.

EVENT-required resources:
- Digital SMART goal templates.
- Example schedules developed using SMART goals.

Clarifying Notes on EVENT:
- Emphasis will be placed on balancing tasks across different responsibilities.
- Module will guide students through examples of well-structured SMART goals and effective scheduling.

EVENT primary and sub-learning objectives:
- Learners will break down an enormous task into smaller, actionable steps using SMART goals.
- Create three SMART goals related to academic tasks.

EVENT primary content points:
- Introduction to SMART goal criteria.
- Techniques for building effective schedules
- Strategies for balancing conflicting priorities.

UNIT title: **Time Management**	
EVENT Title: SMART Goals activity	**Estimated Time for EVENT: 15 Minutes**

EVENT –	EVENT Description:
@stroblowski @canva.com	Students will use SMART goals to prioritize and break down complex tasks. Students will select academic and personal tasks, identify priorities and apply SMART framework to set actionable steps.
	EVENT Deliverables: • List of tasks broken down using SMART criteria. • Drag-and-Drop activity scoring at least 80%.
	EVENT-required resources: • Online quiz platform. • Task scenarios. • Drag-and-drop activities for interactive task sorting.

Clarifying Notes on EVENT:	EVENT primary and sub-learning objectives:
• This activity helps reinforce the knowledge gained during the previous event. • Students will receive immediate feedback upon completing the activity and will be encouraged to retake it if they do not achieve the minimum score.	N/A
	EVENT primary content points: • Overview of the SMART goal framework. • Practical application of SMART goals to academic and personal tasks. • Strategies for integrating SMART goals into schedules effectively.

UNIT title: **Time Management**	
EVENT Title: Final Assessment	**Estimated Time for EVENT: 15 Minutes**

EVENT –	**EVENT Description:**
@juststock @canva.com	The final assessment evaluates students' mastery of the key concepts covered throughout the unit. It consists of multiple-choice questions, a task categorization exercise and a reflection section.
	EVENT Deliverables:
	• Completed assessment scoring at least 80%.
	EVENT-required resources:
	• Online quiz platform.
	• Eisenhower Matrix template for task categorization.
	• Rubric.
	• Drag-and-drop activities for task categorization.

Clarifying Notes on EVENT:	**EVENT primary and sub-learning objectives:**
• This will assess both conceptual understanding and practical application.	N/A
• Students will receive feedback and have an opportunity to retake it if they do not achieve the minimal score.	
	EVENT primary content points:
	• Application of the Eisenhower Matrix to prioritize tasks.
	• Practical application of SMART goals to academic and personal tasks.
	• Comprehension of strategies to improve time management .

UNIT title: Time Management	
EVENT Title: Summary	**Estimated Time for EVENT: 10 Minutes**

EVENT –	EVENT Description:
@Eugene Zvonkov @canva.com	This event provides a recap of the key concepts covered throughout the unit. Students will review the principles of time management, task prioritization using the Eisenhower Matrix, and using SMART goals.
	EVENT Deliverables: • Summarized key concepts.
	EVENT-required resources: • Slides summarizing key concepts.

Clarifying Notes on EVENT:	EVENT primary and sub-learning objectives:
• This event serves as a bridge to real-world application, and will assist students prior to the final assessment.	N/A
	EVENT primary content points: • Review of time management principles and their importance. • Summary of the Eisenhower Matrix and SMART goal setting techniques.