

Instructions for Students

MS PowerPoint Task: Version B: Time Management

Overview:

- Follow the detailed instructions below to complete the task.
- Your facilitator will tell you where to save your task, e.g. USB, network, desktop, cloud etc.
- You will not receive a score or grade on this assessment. Instead, you will receive a checklist identifying your skills and your skill gaps related to this task.
- **Remember to save your work frequently!**

Create a PowerPoint File

1. Open a new PowerPoint document.
2. Name and save the new document in a folder on your [desktop/USB/cloud] as follows:
 - a) File name: **Time_Management_[yourfirstname_yourlastname]**
 - b) Folder name: **PowerPoint_Task_VB_[yourfirstname_yourlastname]**.

General Information

1. Make sure all elements (text, pictures, videos) are clearly visible on each slide.
2. When you put text into a slide, choose a font size that is readable and fits the slide.
3. When you insert a picture, make sure the picture does not cover the text.

Develop PowerPoint Presentation Slides

Slide 1

1. Choose a theme for your presentation.
2. Add the title: *"Time Management"*
3. Add your name, email address and the date in the subtitle box.

Slide 2

4. Insert a new slide.
5. Add the title: *"Overview"*.

6. Add this text to the slide using bullet points to display the text:

Time management is a crucial skill for both school and work.
It is about decision-making that both structures and protects your time.
Good time management skills help people reduce stress, increase focus, and achieve their goals.

7. Find a picture that matches the text. You can find royalty-free pictures at Unsplash (<https://unsplash.com>) or Pixabay (<https://pixabay.com>). You can find icons at The Noun Project (<https://thenounproject.com>).
8. Insert, resize and format the picture.
9. Under the picture, include a hyperlink to the source.

Slide 3

10. Insert a new slide.
11. Add the title: *"Thinking About Your Time"*.
12. Add this text:

- **Budget Your Time**
 - Like money, time isn't a bottomless resource, so you should budget it accordingly. Schedule your daily tasks into "musts" and "wants" categories. Don't forget about the small things that take up your day (i.e.: commuting; laundry; meals; etc.).
- **Schedule Protected Time**
 - Set aside time in your day or week that is reserved for a specific task or goal. This time is non-negotiable; do not let yourself be pulled from it.
- **Consider Your Best Working Time**
 - What time of day do you feel more 'energized' to complete tasks? Early morning? Late at night? Tackle your biggest tasks during your best performance hours.

13. Use 3 Animations on this slide (Slide #3) to create a visually interesting slide.

Slide 4

14. Insert a new slide.
15. Add the title: *"Time Management Strategies"*
16.

16. Insert a Smart Art Graphic within PowerPoint to present this information:

Strategy	Resource
Pomodoro Technique	https://francescocirillo.com/pages/pomodoro-technique
Time Tracking	https://clockify.me/time-tracking-best-practices#best-practices-automatic-vs-manual-time-trackers
1-3-5 To Do List	https://www.themuse.com/advice/a-better-todo-list-the-135-rule

Slide 5

17. Insert a new slide.
18. Add the title: *"Remember!"*.
19. Add the following text:

Schedule time to relax and have fun. Learning to manage time is an ongoing process. Time is a finite resource – you can't get time back that's been spent. Reward yourself for completing tasks.

20. Display the text so it is not in paragraph form.
21. Find a short, appropriate YouTube video on time management.
22. Insert the video using the Insert Video menu.

Final Steps

1. Add a Transition to each slide.
2. Save your work one last time.
3. Follow instructions from your facilitator to submit your completed file.