# Objective

By the end of this lesson, Matilda will understand the basics of time management and how to effectively use a planner to organize her daily activities. She will learn to prioritize tasks and allocate time for each activity, making her days more productive and fun!

# Materials and Prep

- A blank planner or notebook
- Colored pens or markers (optional)
- A timer or clock (optional)

Before the lesson, ensure that Matilda has a comfortable space to work and that she understands the concept of time (hours and minutes). You may want to discuss her daily activities beforehand to help her relate to the planning process.

# Activities

- **My Day in a Planner:**

  Matilda will create a simple daily schedule in her planner. She can write down the activities she does every day, such as waking up, meals, schoolwork, playtime, and bedtime. Encourage her to use different colors for different types of activities!

- **Time Estimation Game:**

  Matilda will estimate how long she thinks each activity takes (e.g., 30 minutes for reading, 15 minutes for a snack). Afterward, she can time herself doing each activity to see how close her estimates were!

- **Prioritizing Tasks:**

  Discuss with Matilda how some tasks are more important than others. Together, create a list of her favorite activities and have her rank them. Then, help her plan her day by fitting in her top priorities first!

- **Fun Timer Challenge:**

  Set a timer for a specific activity (like reading or drawing) and challenge Matilda to complete as much as she can before the timer goes off. This will help her understand the importance of time and staying focused!

# Talking Points

- "What do you think time management means? It's all about using our time wisely!"
- "Why do you think it's important to have a planner? It helps us remember what we need to do!"
- "Can you tell me about your favorite activities? Let's make sure to include those in your planner!"
- "How long do you think it takes to do your homework? Let's write that down and see if we can stick to it!"
- "What happens if we don't plan our day? Sometimes we might forget important things!"
- "How did it feel to time yourself? Did it help you focus better?"
- "What is one thing you learned today about managing your time? Let's celebrate that!"