



MANAGEMENT

CLASS VI

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PREFACE

In this story, the author has highlighted a problem that we can all relate to and/or have faced at some point in our lives. The issue that is addressed here is **‘Time Management’** and it is very important because it is something that will help us throughout our lives. Time management involves **‘planning and controlling as to how much time to spend on specific activities’**, which helps an individual to get more work done in less time.

The young readers will learn how being organized and planning their work in advance will enable them to get things done on time, without any stress. Time management helps one to be successful in all spheres of life. The story will make young readers aware that Time is the most precious resource we have, so we should use it wisely.

LEARNING OUTCOMES

1. Analyse the importance of managing time.
2. Categorise priorities based upon values and goals.
3. Demonstrate self – management by setting reasonable boundaries.
4. Develop and implement a planning system.
5. Demonstrate enhancement in physical appearance.
6. Manage long –term stress through confidence development.
7. Devise means of developing positive thoughts and construct list of positive body language.
8. Categorise positive and negative body language.

Concept Map

The Positive Posture

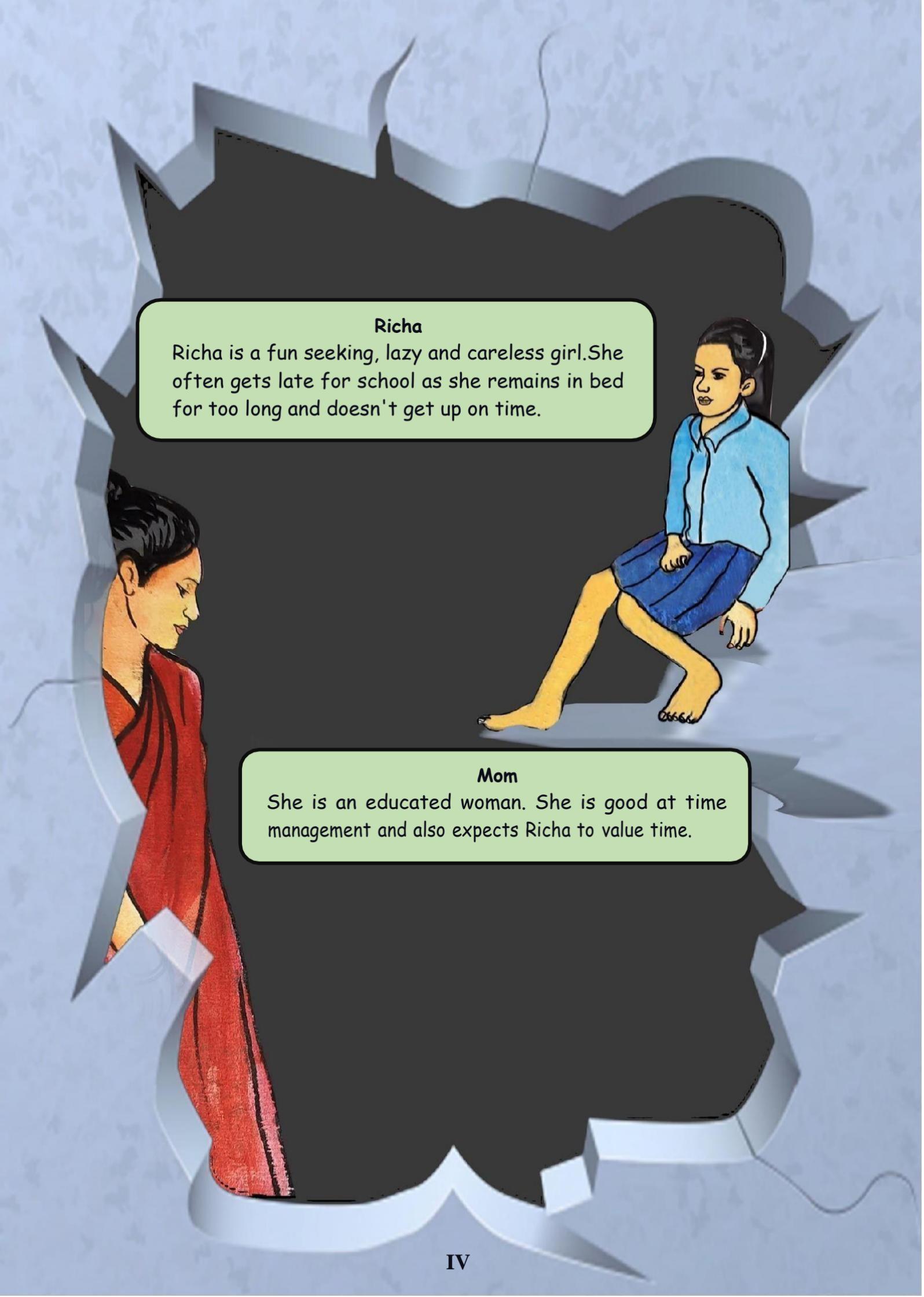
- Sitting or standing upright with hands placed by the sides.
- Keeping the head upright and levelled.
- Not leaning forward or backward.
- Standing in relaxed manner.
- Exhibiting interest with a smile.

The Negative Posture

- Fatigue and negative mood.
- Slouching to one side shows disinterest.
- Hunched shoulders indicate lack of confidence and low self-esteem.
- Forward head posture affects the alignment of the body.
- Frowning face gives negative facial expressions.

A disciplined dressing for school

- Trimmed Nails
- Well-combed and trimmed hair.
- Ironed uniform
- Polished shoes with tied laces.
- Independent to wear school tie and belt.
- A straight sitting posture in the classroom.



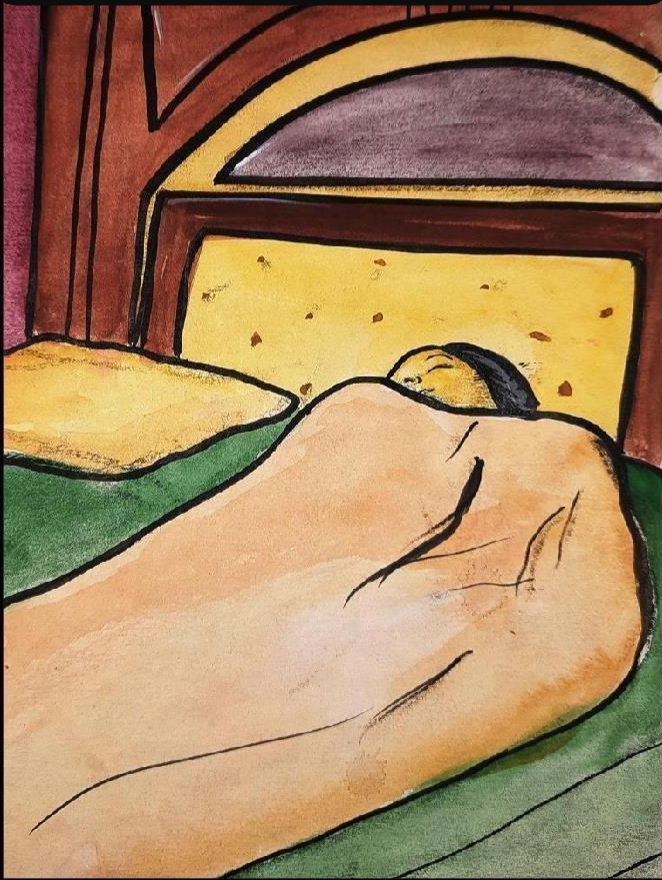
Richa

Richa is a fun seeking, lazy and careless girl. She often gets late for school as she remains in bed for too long and doesn't get up on time.

Mom

She is an educated woman. She is good at time management and also expects Richa to value time.

Alarm clock is ringing. The time it displays is 7:00 a.m.



Richa..... Get up.
You are already late.



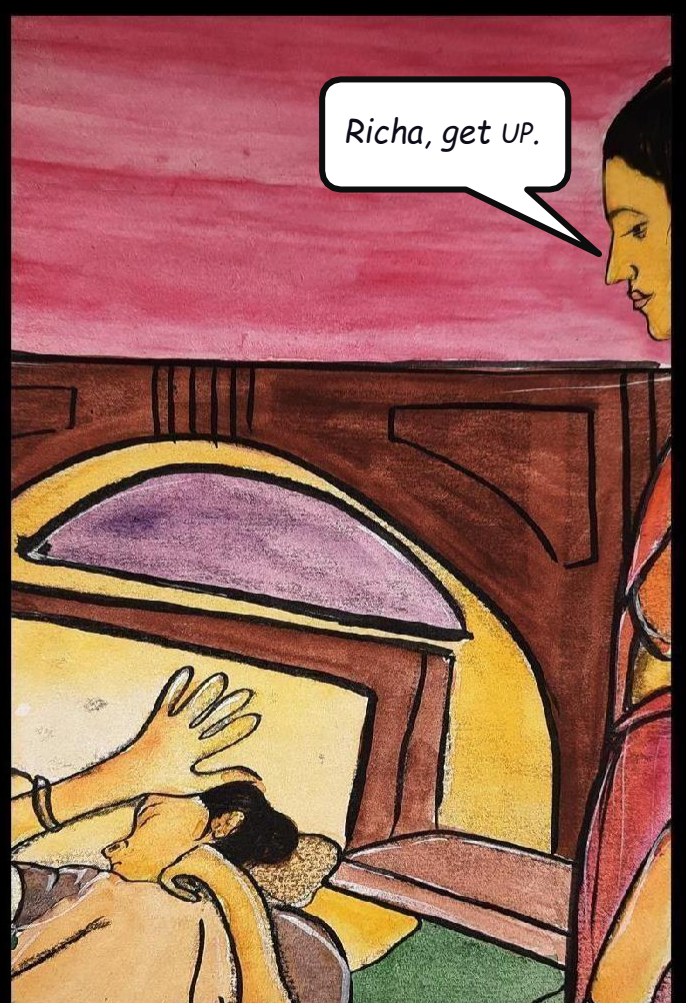
Just 5 minutes
more, Mom.

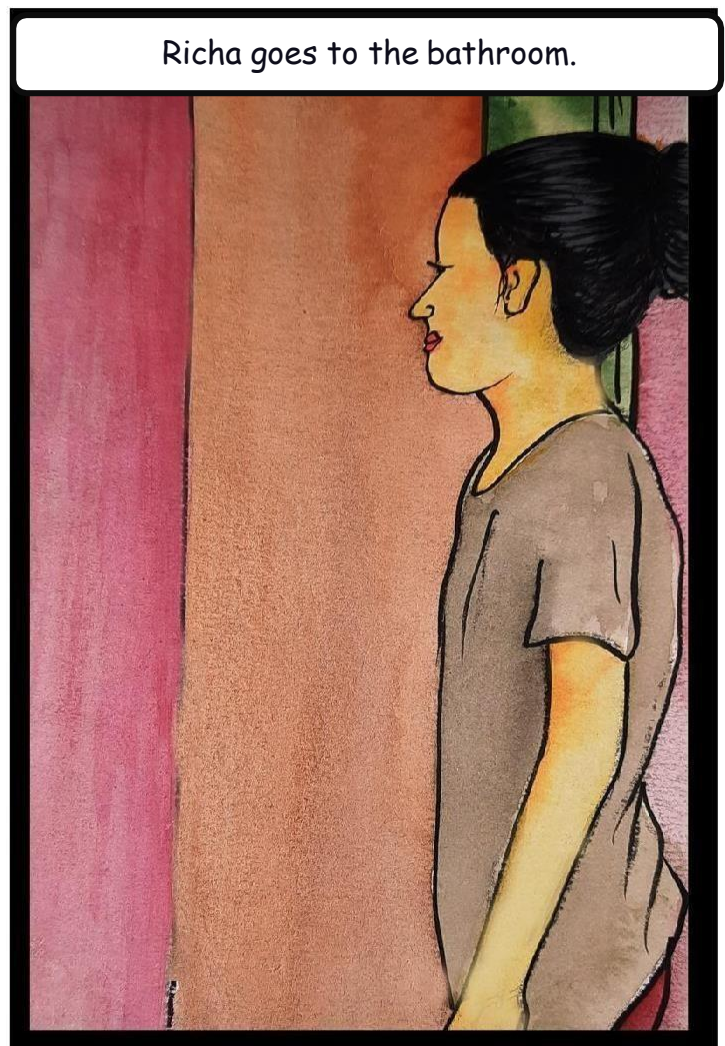
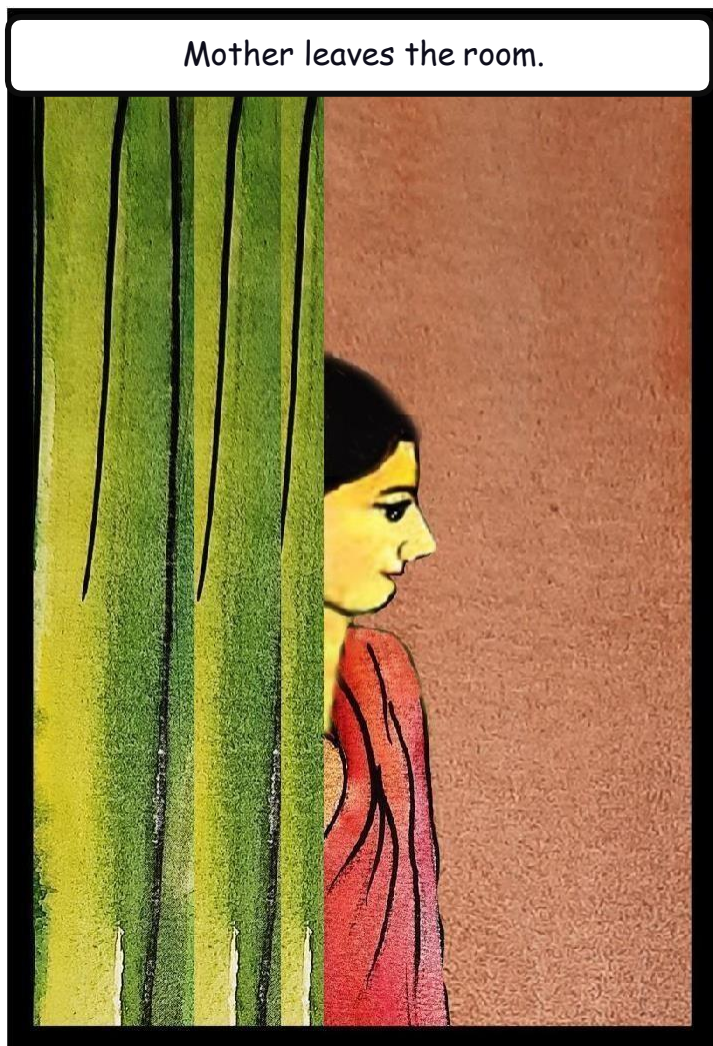
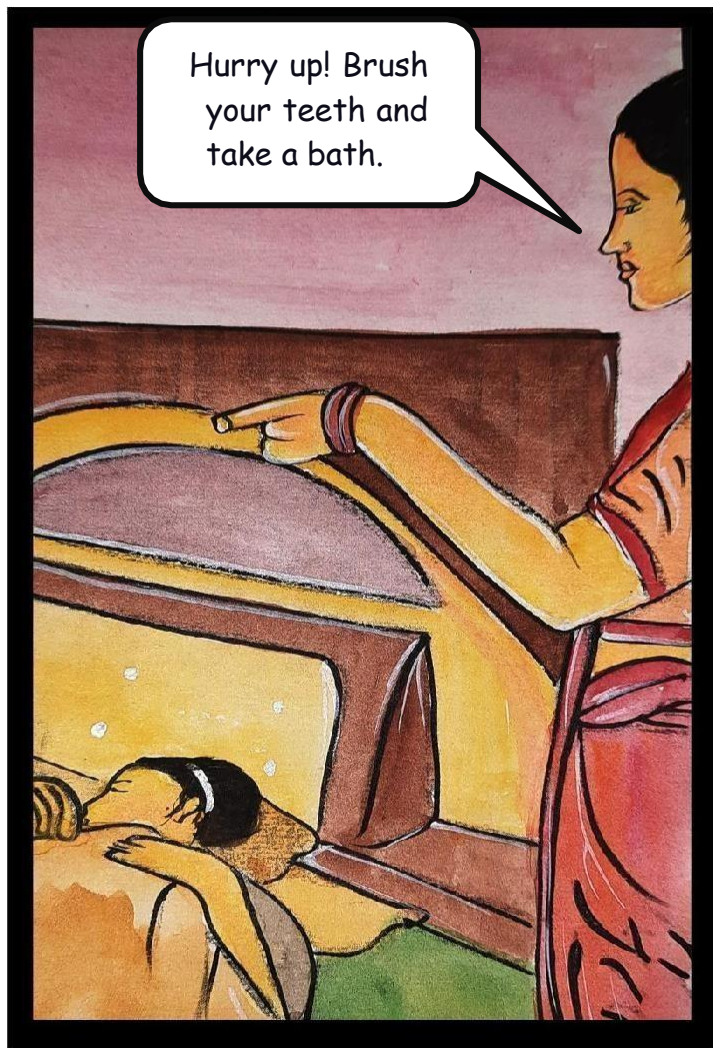
No more 5
minutes, I
have packed
your tiffin.



Within 10
minutes your
bus will come.

Richa, get UP.

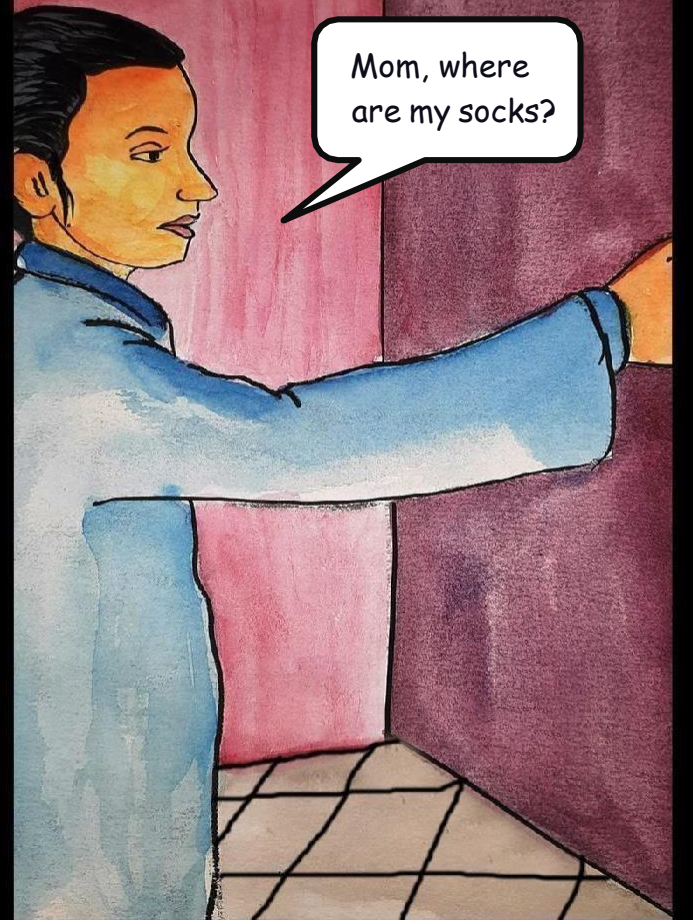




She comes out of the washroom. She is dressed in her uniform.



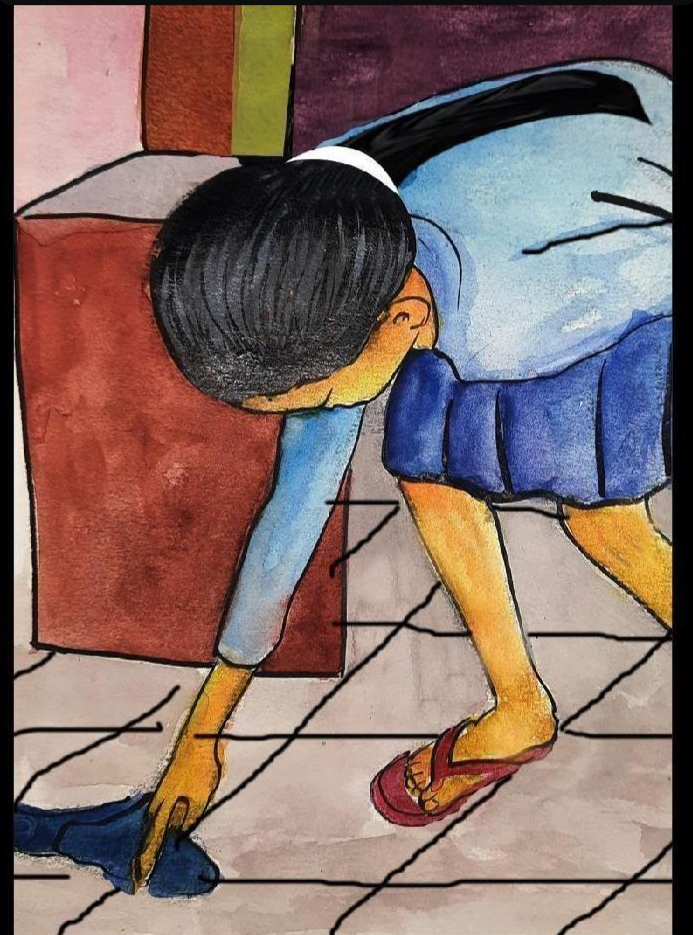
Mom, where are my socks?



Look for yourself.



Richa finds her socks .Onear the study table.



Mom, but one of my shoes is missing.

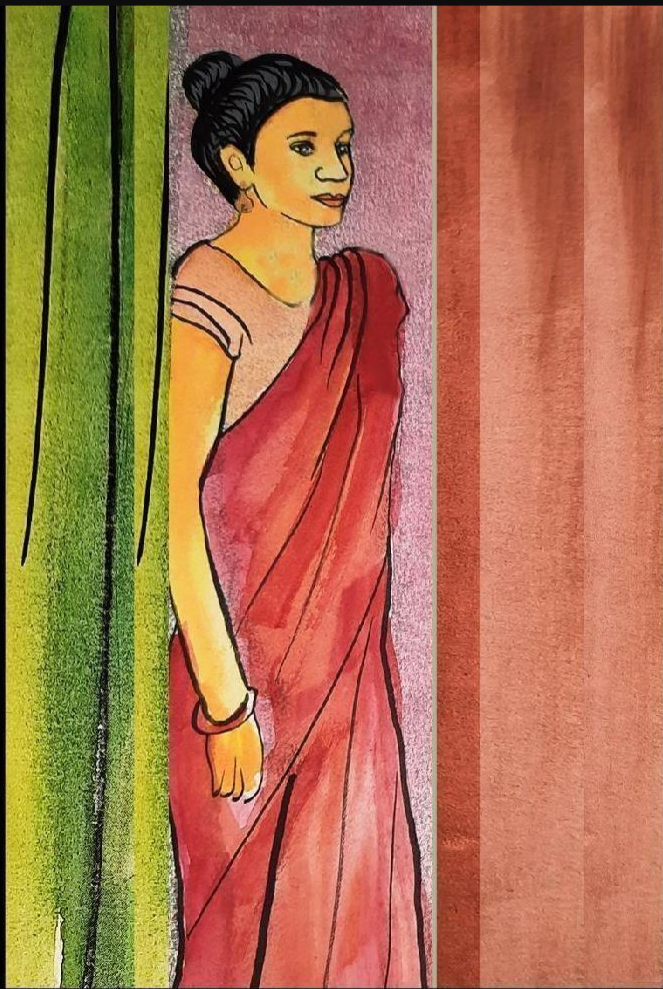
Richa, look under the bed. You never keep your things in place.

Richa grabs her shoe that is lying under the bed.

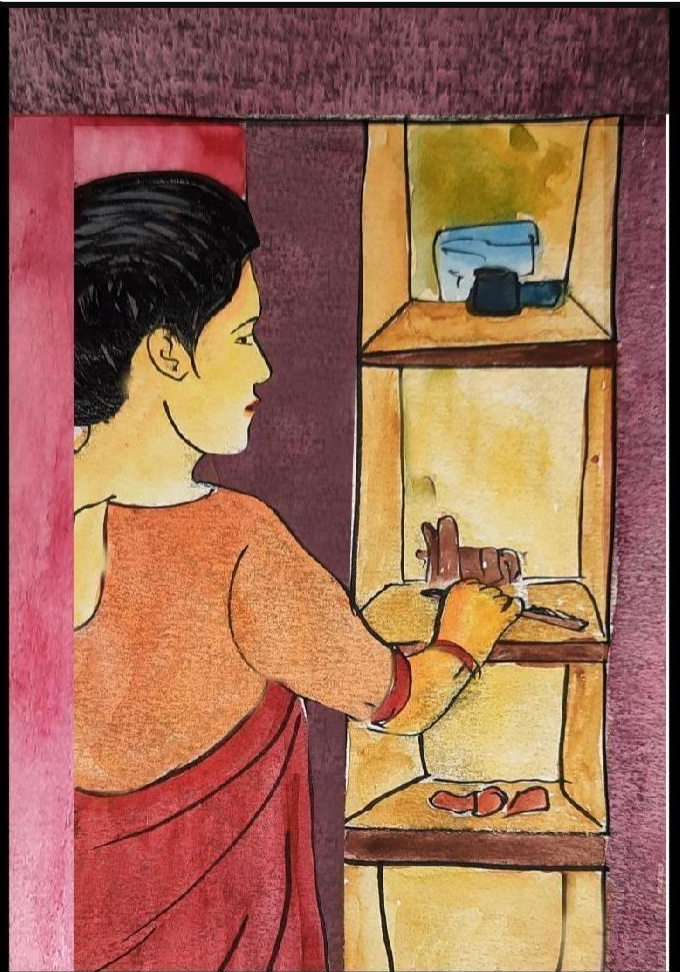
Richa starts wearing her shoes.

Mom, please comb my hair.

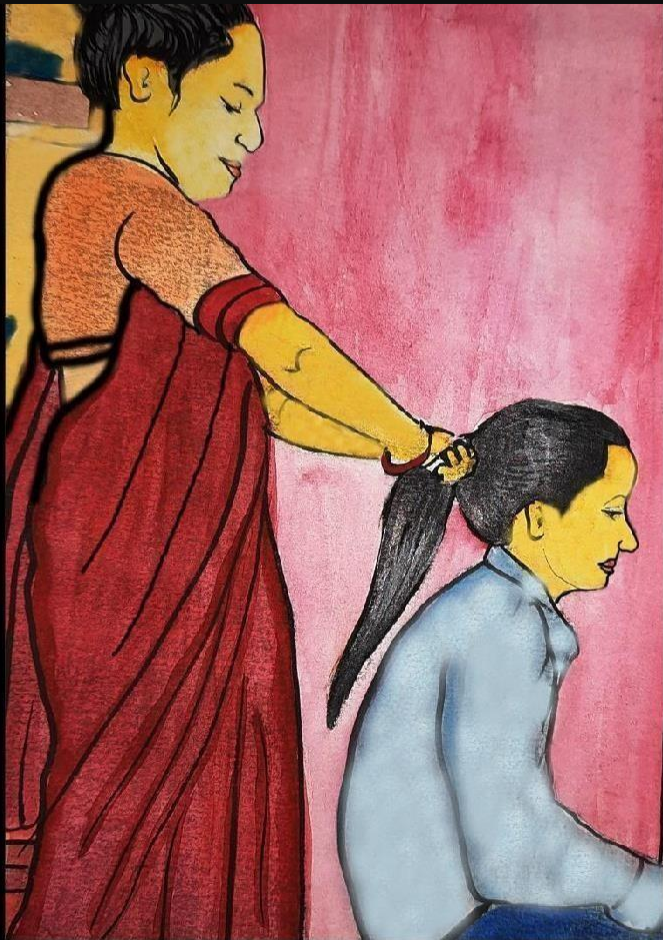
Mom enters the room.



She takes the comb from dressing table...



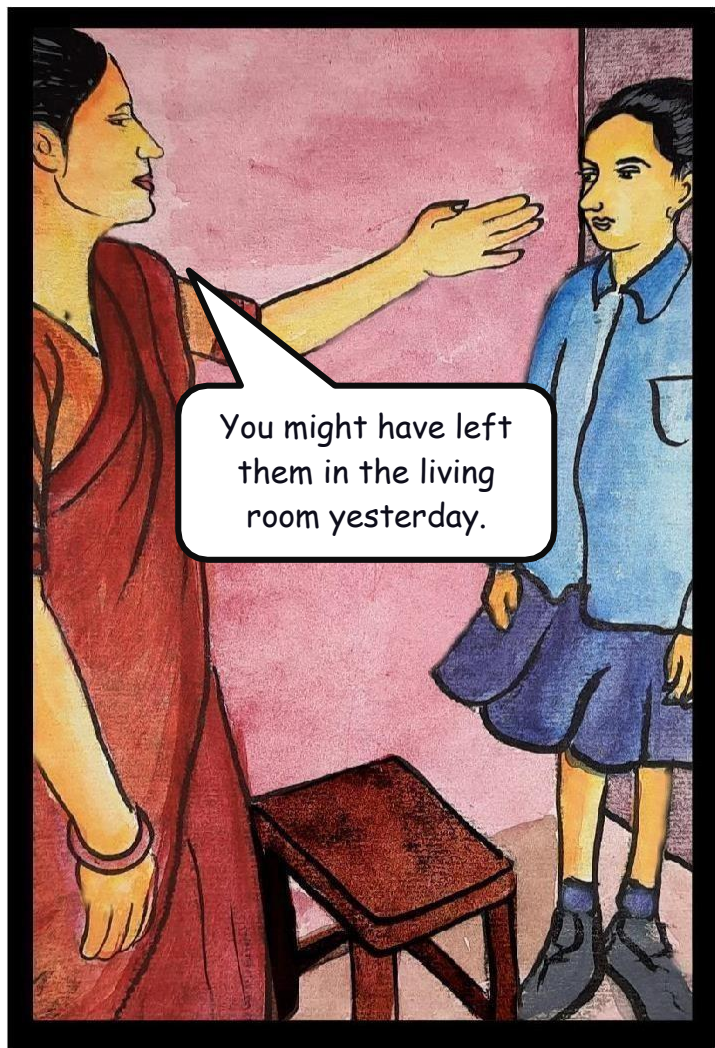
..and combs Richa's hair.



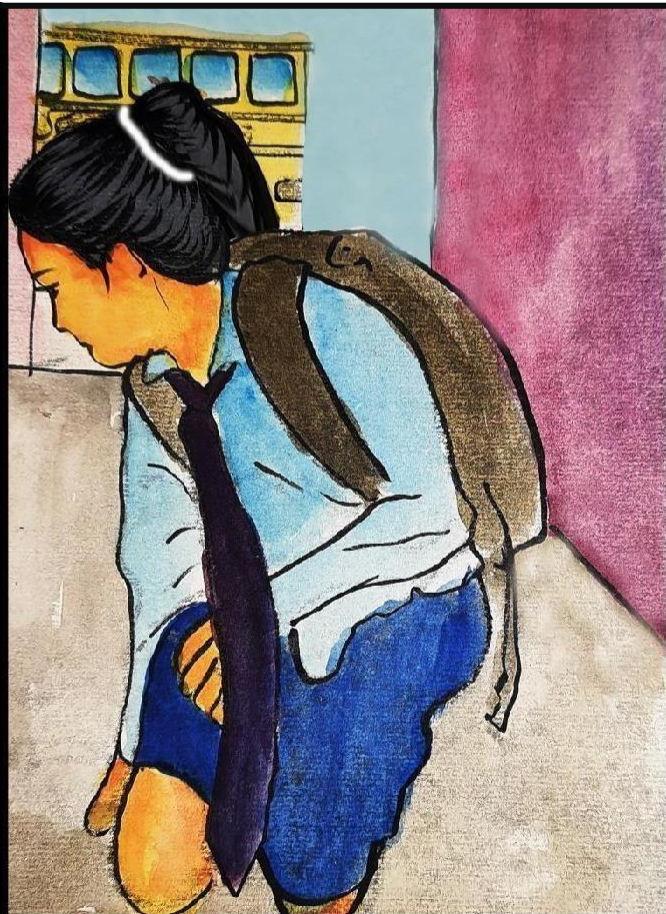
Richa, come fast
your bus will arrive
any moment.

But Mom, I
cannot find my
tie and belt.





Suddenly, the bus honks and Richa runs outside but she stumbles on the stairs and falls.

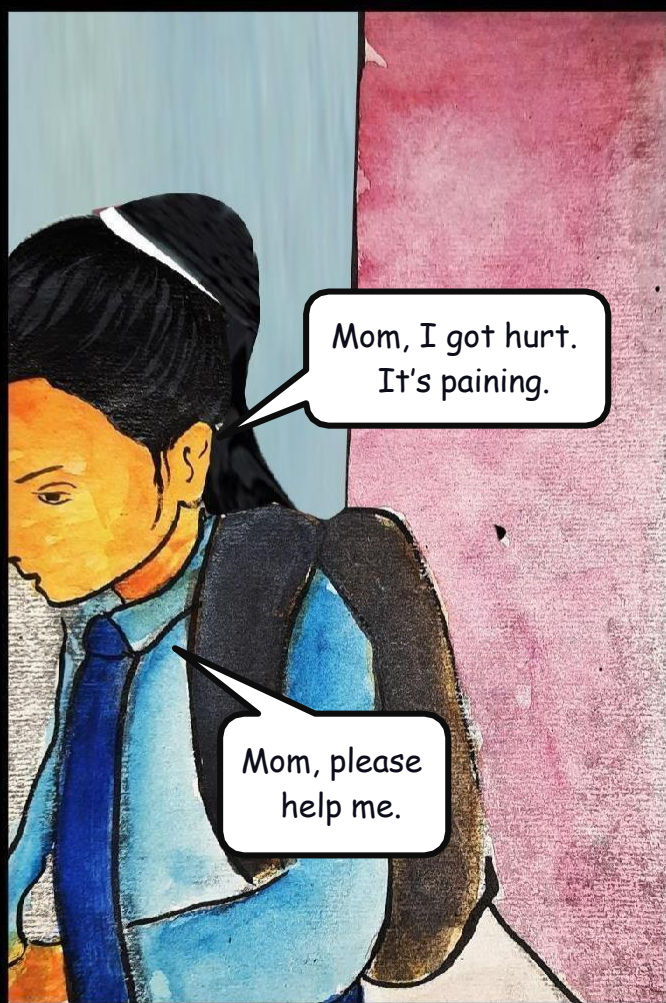


Richa cries.

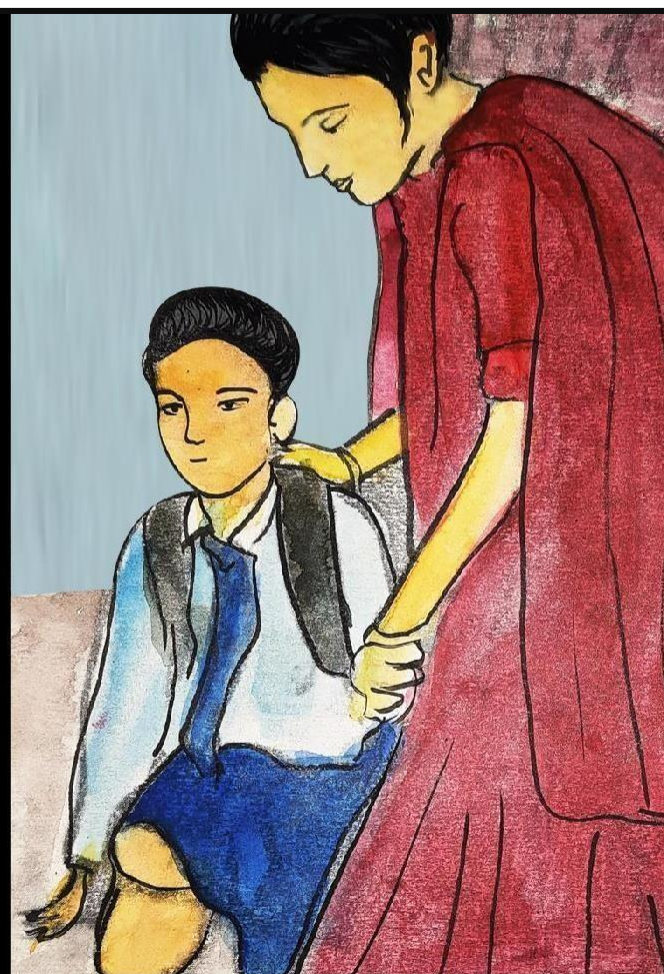


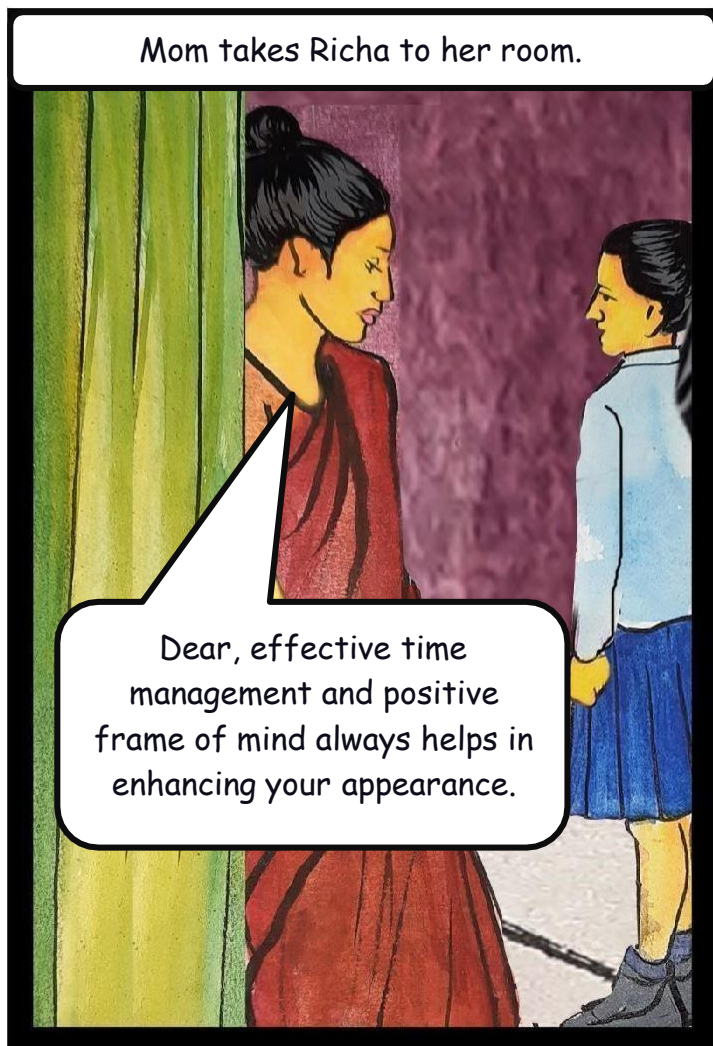
Mom, I got hurt.
It's paining.

Mom, please
help me.



Mom helps Richa to get up. Bus honks again.





Richa takes off her socks and shoes and throws them away.....



...removes the belt and throws it under the bed.



Richa picks up her socks.



Richa places the shoes in the shoe rack.



Richa bends shyly and grabs her belt and tie that is lying under the bed.



Now, take a hanger, place your belt and tie on it.



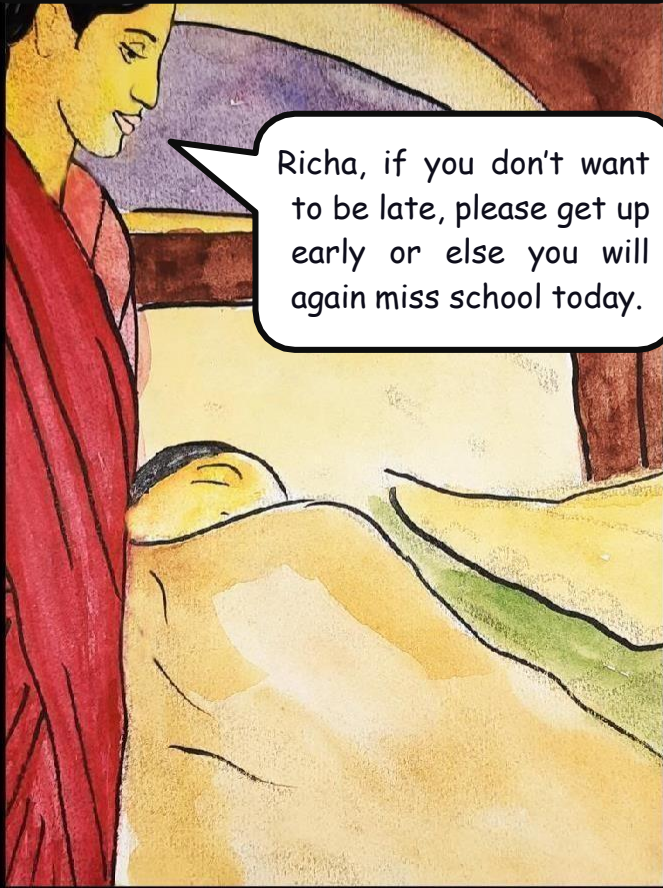
Richa puts the belt and tie on the hanger.



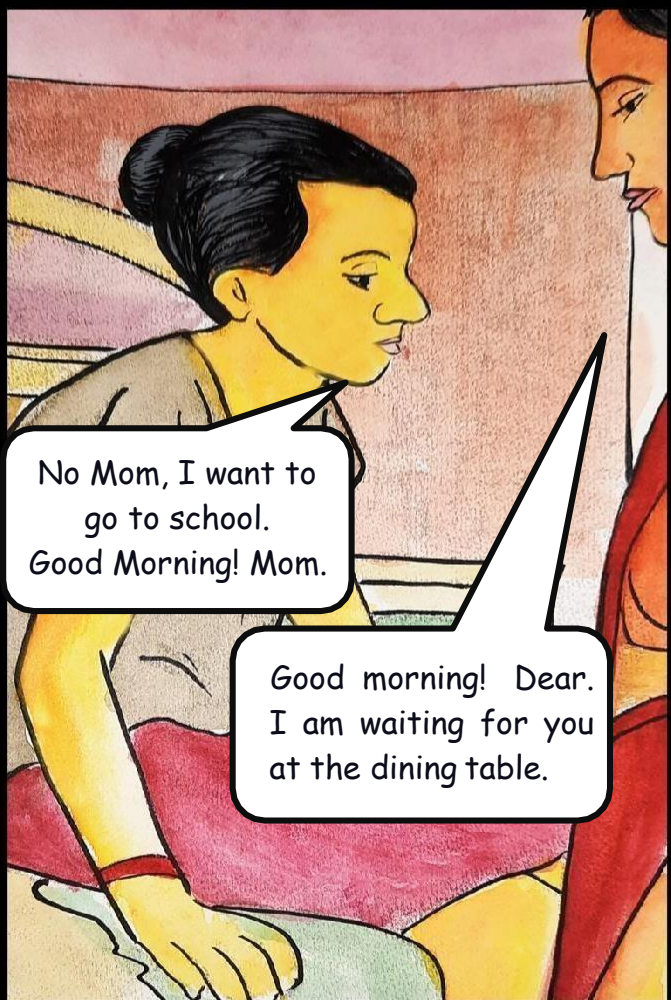
Richa after changing her uniform hangs it on the hanger and places it in the closet.



NEXT DAY
Alarm rings at 6:45 am




Richa, if you don't want to be late, please get up early or else you will again miss school today.



No Mom, I want to go to school.
Good Morning! Mom.

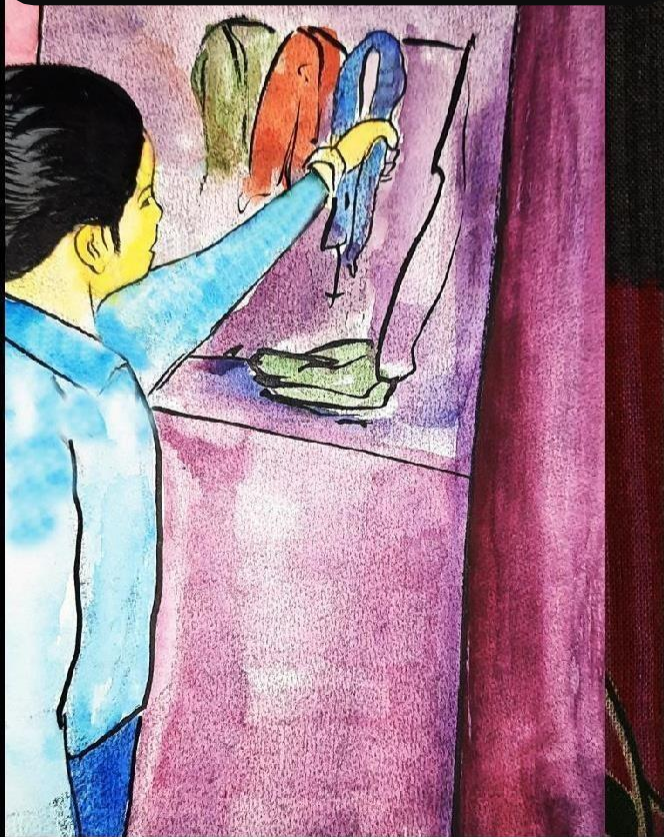
Good morning! Dear.
I am waiting for you at the dining table.

Richa gets up and opens the closet. She takes out the uniform that is hanging in the closet.



Wow! I will get ready on time.

After coming out of the washroom, Richa takes the belt and tie that are hanging on the hanger.



I feel so relaxed today.

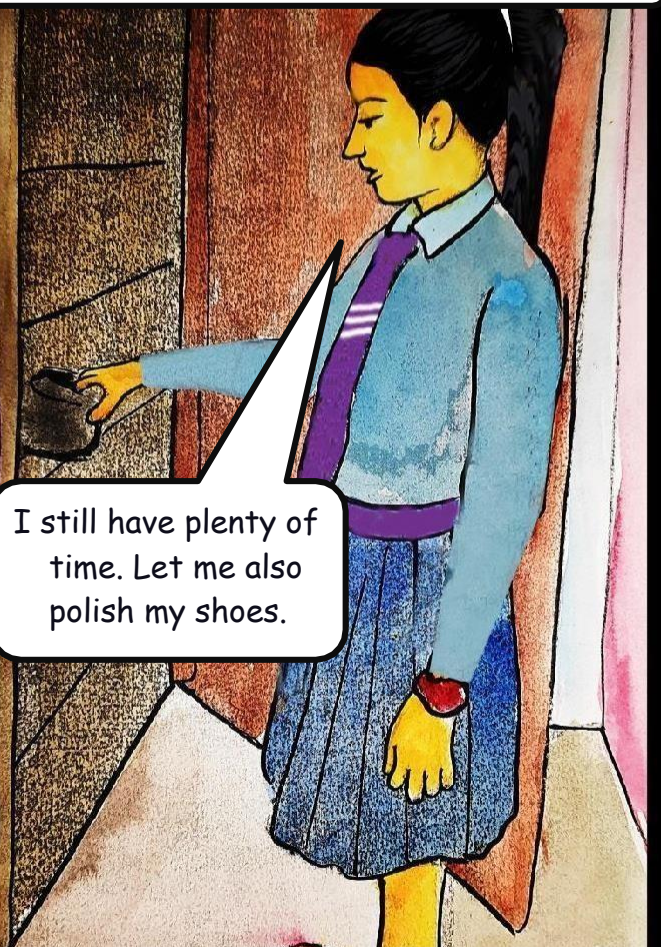


She puts on her tie and belt.



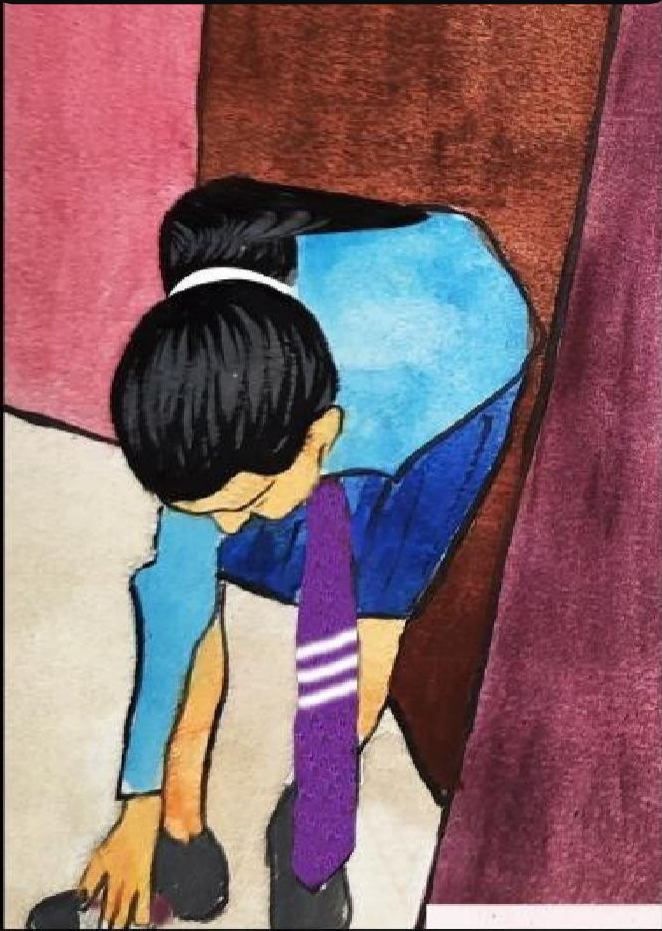
Where are my socks and shoes now? Oh! I kept them in the shoe rack yesterday.

Richa takes the shoes from the shoe rack.



I still have plenty of time. Let me also polish my shoes.

She goes to the shoe rack, picks up the brush, and cleans her shoes properly.



She puts on the shoes, takes her school bag and moves towards the dining table.

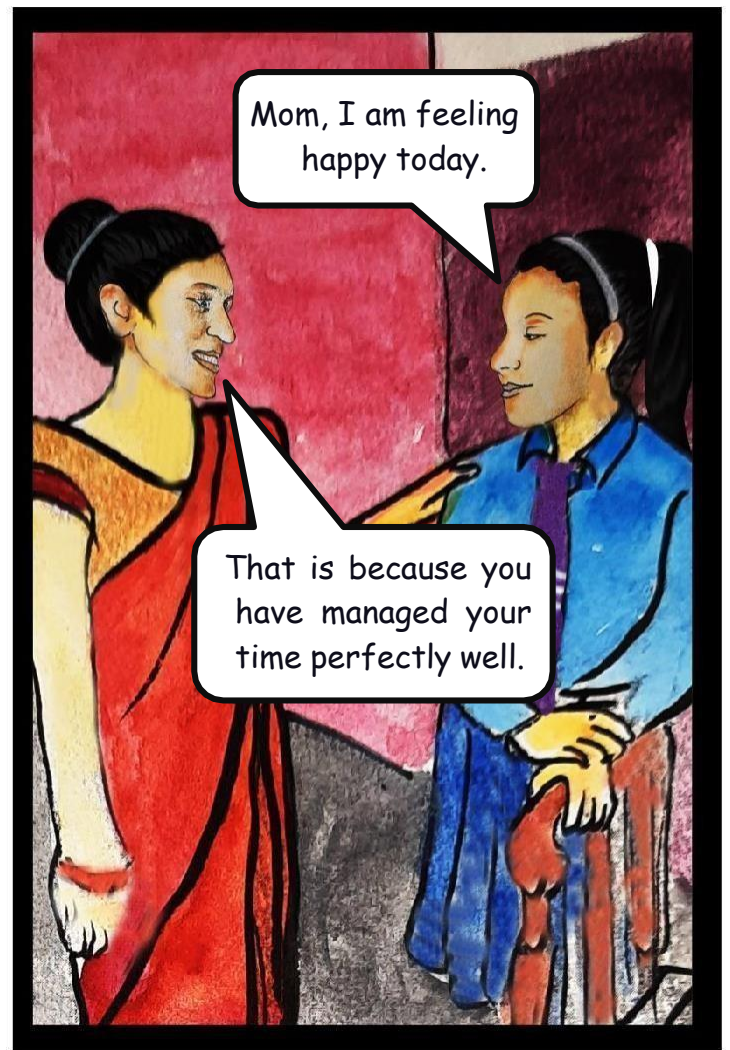


Oh Wow! Richa.
You are on time.



Look, Mom. I have
polished my shoes.





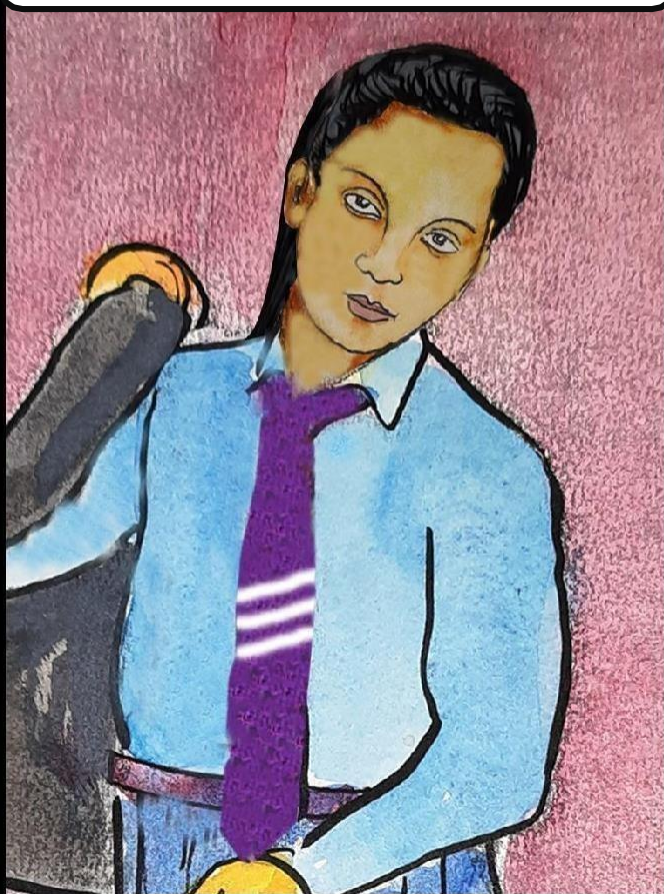
Mom combs her hair. Richa drinks milk.



Now, I am ready to go.



Bus honks. Richa moves towards the bus confidently and with a bright smile.



Mom waves goodbye to Richa.



ASSESSMENT

A. Choose the correct option -

1. Which of the following best describes time management
 - a) Maximum work completed in a defined time period
 - b) Planning the amount of time, we spend on certain activities.
 - c) Tracking of tasks that need to be completed.
2. Which of the following is important to take into consideration when organizing day to day priorities?
 - a) Preparing “to-do” lists.
 - b) Prioritizing tasks when setting a schedule.
 - c) Setting only those goals that match your life style.
3. Which of the following are time management strategies you can use immediately to make the most of your time?
 - a) Use your best and most appropriate time of the day.
 - b) Keep your momentum
 - c) Reward yourself
 - d) All the above

B. Make a detailed time log of your daily schedule.

- a) Analyse how much time you use productively and how much time you misuse or waste.
- b) Do you think you need to make some changes?
- c) Make a list of the changes you want to make.

C. Think and Suggest:

1. Have you ever missed a deadline? If yes, how did you go about it? If not, how do you ensure that you are not falling behind?
2. You have returned after a week long holiday and you find your homework too much pending. How would you prioritize your work?

D. Match the Correct Option

- | | |
|---|---|
| 1. Time management is the process of planning | i. missed deadlines |
| 2. Failing to manage your time can lead to | ii. the best way to organize the things |
| 3. Time Management is important to | iii. to finish things quickly |
| 4. Postpone unnecessary activities until | iv. everyone |
| 5. Multitasking is a great way | v. the work is done |

Answer keys

Choose the correct option –

1-a, 2-b, 3-c

Match the Correct Option-

1-ii, 2-i, 3-iv, 4-v, 5-iii

GLOSSARY

1. **Grab:** - to obtain or consume quickly
Similar: grip, catch
2. **Honk:** - to blow a horn in a loud sound
Similar: to give a call
3. **Stumble:** - to trip or momentarily lose one's balance; almost fallen
Similar: fall, slip
4. **Spilled:** - caused or allowed (liquid) to flow over the edge of its container, especially intentionally.
Similar: knocked over, tipped over
5. **Closet:** - a tall cupboard or wardrobe with a door, used for storage.
Similar: cupboard, wardrobe
6. **Confidently:** - in a self –assured way that expresses faith in oneself or one's abilities or qualities
Similar: having conviction

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SUMMARY

This story is about Richa, a young girl, who has a problem that she herself is not even aware of. Richa's problem is her inability to manage time properly as a result of which she is often late. In the story, we see Richa being scolded by her mother for sleeping late and resultingly, she gets late for school. She tries her best to hurry up and get ready before her school bus arrives, but she is unable to find her things and then falls down the stairs in her rush and hurts herself. She misses school that day and is upset because she is unable to submit a very important project.

Then Richa's mother makes her realize that she needs to be more organized in order to manage her time efficiently. Richa follows her mother's advice and keeps all her things in their right places instead of throwing them around carelessly.

The next day she wakes up when the alarm rings and has no problem getting ready on time. Richa finds her uniform, shoes and socks easily because she had arranged them properly the previous day. She also has time to have her breakfast before her school bus arrives.

Richa thanks her mother for teaching her an important lesson and leaves happily for school. She realizes she will never be late if she is organized as it will enable her to manage her time efficiently.

DISCLAIMER

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