



賽馬會「知情達意育優才」計劃
Jockey Club "Gifted in Bloom-Harmony in Heart & Mind" Programme

TIME MANAGEMENT WORKSHOP – SECONDARY EDITION (JC3W-S091)

"I do not have enough time to do what I want."

"It is difficult to organize times for study and other activities."

Does it sound familiar to your daily life?

You need to finish all the homework and revision; you also want to join different activities like playing online game or gathering with friends.

You seem have enough time to finish all the tasks but eventually unable to do so.

Learning how to manage your time could help to tackle the above problem.

Time management workshop is an extension of affective education workshop-self-management. Through experiential and interactive leaning, the workshop will explore more about time-management, like importance, factors and strategies.

Introduction

Programme Type /Level

Workshop Series / Intermediate (Token-required) ([Token-required](#))

Instructor(s)

Ms Lau Sin Ting (Project Officer of "Gifted in Bloom – Harmony in Heart & Mind" Programme)

Target Participants



- S1 – S3 HKAGE student members only in 2019-20 school year (Priority will be given to student members who have completed Affective Education Workshop-Self-management)
- Class size: 20

Medium of Instruction



Cantonese

Certificate



Certificate will be awarded to participants who have:
 ❖ Attended **all 4 sessions**

Intended Learning Outcomes



Upon completion of the programme, participants should be able to:

1. Describe the importance of time management
2. Describe factors (including affective factors of giftedness) hindering good time management
3. Apply time management strategies in the workshop

Deadline for Registration

24 February 2020 (Accepted applicants will be informed by the HKAGE via email. Please complete the confirmation slip and return it to the HKAGE by fax / email (jc@hkage.org.hk) / post **on or before 27 February 2020**. Late reply will be considered as withdrawal.)
 If student members withdraw from the programme after the Application Deadline, the token will be deducted.

Schedule



Session	Date	Time	Content	Venue
1	14 Apr 2020 (Tue)	10:00a.m. -12:00n.n.	● Describe the importance of time management	HKAGE Room 203
2	15 Apr 2020 (Wed)		● Describe factors (including affective factors of giftedness) hindering good time management	
3	16 Apr 2020 (Thur)		● Apply time management strategies I	
4	17 Apr 2020 (Fri)		● Apply time management strategies II and consolidation	

Enquiries



For enquiries, please contact us at 3940 0512 or 3940 0515, or email to jc@hkage.org.hk.