

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-S241)

"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 2020-21 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 at least three factors (including affective factors of giftedness) hindering themselves respective from good time management.
3. develop more confidence in applying time management strategies

Deadline for
Registration

17 August 2020 12:00 n.n. (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 24 August 2020**. Late reply will be considered as withdrawal.)

If student members withdraw from the programme after the Application Deadline, the token will be deducted.



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Schedule



(*The dates may be postponed and/or converted to online format subject to development of the coronavirus epidemic and EDB guidance. Please pay close attention to email notifications and announcements in the HKAGE website)

Session	Date	Time	Content	Venue
1 (face to face lesson)	1 Sep 2020 (Tue)	2:30p.m.- 5:00 p.m.	<ul style="list-style-type: none"> Describe the importance of time management 	HKAGE Room 403
2 (face to face lesson)	2 Sep 2020 (Wed)		<ul style="list-style-type: none"> Describe factors (including affective factors of giftedness) hindering good time management 	
3 (face to face lesson)	3 Sep 2020 (Thu)		Apply time management strategies I	
4 (face to face lesson)	4 Sep 2020 (Fri)		<ul style="list-style-type: none"> 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.