**Digital Skills Readiness for Postsecondary Assessment 2021**

**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**

1. Insert a new slide.
2. Add the title: “*Overview”.*
3. 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.

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

**Slide 3**

1. Insert a new slide.
2. Add the title: “*Thinking About Your Time”.*
3. 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.

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

**Slide 4**

1. Insert a new slide.
2. Add the title: “*Time Management Strategies”*
3. 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**

1. Insert a new slide.
2. Add the title: “*Remember!”.*
3. 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.

1. Display the text so it is not in paragraph form.
2. Find a short, appropriate YouTube video on time management.
3. 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.