

Art-based lesson development on time management

Coaching Session Guide for Educators



Co-funded by the
Erasmus+ Programme
of the European Union

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Target: Educators

Activity: Coaching Session

Objective: This guide will serve as a one-to-one session model for educators to build their own art-based creative lesson on entrepreneurial skills, focused on time management.

Learning objectives and outcomes of this guide:

OBJECTIVES

To train adult educators how to observe, analyse and use artworks for coaching on topics related to time management in a creative way.

To train adult educators how to explore learners' time management strengths and weaknesses and how to help them improve their skills in the field.

To provide educators with hands-on tools how to provoke learners' creativity and imagination towards entrepreneurial related topics, with a focus on time management.

OUTCOMES

Learners will be inspired to look for and find new and innovative aspects of the time management topic and how to link these with their own practices.

Learners will be equipped with new approaches how to develop their own time management skills and how to change their way of behaviour in day-to-day situations.

Learners will be empowered to apply “out-of-the box” thinking into daily situations and will foster and challenge their curiosity, imagination and associative thinking.



Methods used during the session:



Guided discussions



A short intro to the topic
of time management



Observation of the
presented artwork



Self-reflection and
self-learning



A brief presentation of
the included artwork

Coaching Session Plan:

Duration: 1 hour

Necessary equipment and materials:

- A laptop and a projector for the face-to-face sessions and computer with the necessary software for the online sessions
- Paper or digital handouts with the works of art to be observed and analysed
- Paper or digital handouts on the topic of time management
- Sheets of paper, pens and coloured pencils, if necessary



Coaching session structure and materials

Selected topic: Time management

STRUCTURE:

1. Brief presentation of the session structure and objectives
2. A warm-up activity focused on the most common strengths and weaknesses in time management
3. Brief introduction to time management topic with a focus on how to identify your own strengths and weaknesses and how to work on improving them
4. Brief Introduction to the selected artwork
5. Guided discussions:
 1. Interpretation of the artwork through lens of time management
 2. Analysis of the artwork and its main elements related to time management
 3. Linking time management topic with the discussed piece of art
6. Conclusion
7. Time management skills recap

MATERIALS:

1. Coaching session guide
2. Methodology how to apply arts and literature for education, creativity and innovativeness
3. Database of pieces of art and literature
4. Links to sources/materials with additional information about pieces of art and time management topic



1. Brief presentation of the session structure and objectives

The educator presents the session structure and the objectives and expected outcomes.

S/he explains that the aim is to encourage creative use of arts into nonformal and informal education and to show educators and training professionals how they can enrich their approaches to time management topic by creatively use observation and analysis of pieces of art and literature.

And that the focus of the session is on the topic of time management through the lens of art and literature works.



2. A warm-up activity focused on the most common strengths and weaknesses in time management

The educator leads the conversation towards the time management topic.

Learner/s are encouraged to share their point of view, experience and knowledge about the topic.

The educator runs the following 2 activities:

1. Asks learner/s to name at least 3 strengths and 3 weaknesses which they experience when managing their time.
2. Asks learner/s to name one person for whom they think that manages their time well and to share what they think this person does well and helps them be successful.

The educator could use:

- Brainstorming or brainwriting techniques for face-to-face environment
- Jamboard or Padlet tools for online environment

3. Brief introduction to time management topic

The educator leads the conversation towards the time management topic. The focus of the introduction is on person's strengths and weaknesses regarding time management and how s/he can work to improve their skills in the field

Within the session, the following aspects of the topic should be covered:

- The basic aspects of good time management
- How different people and cultures understand “time” and “timing”
- Important vs Urgent tasks and how to prioritise effectively
- Procrastination and how to avoid it



3. Some basic terms and definitions on the topic

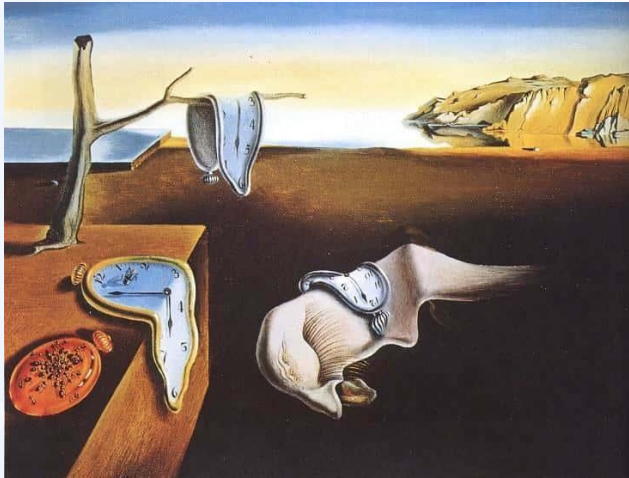
Good time management: the ability to plan and use effectively and productively your own and other people's time, especially at work

Eisenhower Matrix / Urgent-Important Matrix: a matrix developed by the 34th American President Dwight Eisenhower, which helps us prioritize our tasks based upon their urgency and importance. It also allows us to identify which tasks we should do first and which should delegate or leave undone.

Prioritising: deciding which of a group of things or tasks are the most important and/or urgent, so that we deal with them first

Procrastination: an act of delaying something which we have to do because it is either boring or unpleasant

4. Brief Introduction to the selected artwork



Artwork Title: The persistence of Memory, 1931

Artist: Salvador Dali (1904 - 1989)

The painting is a representation of the Surrealistic movement and depicts the contradiction between the illusion and the way we perceive the reality.

In this Dali's work, common objects are deformed and displayed in a bizarre and irrational way. The hard objects (watches) melt or attract ants, while the flesh is shown like at once alien and familiar.

Some literal reality is also included in the distant golden cliffs representing the coast of Dali's homeland Catalonia.

5.1 Guided discussion: Interpretation of the artwork through lens of time management

How to interpret artworks

The educator asks learner/s to describe what they see / feel / understand from the selected artwork. The focus of the discussion is on sharing personal views, feelings and thoughts about the observed work. The purpose is to encourage learner/s to share their opinion by pointing out that there are no right and wrong answers.

Possible questions might include:

- What does this artwork make you think and feel?
- In your opinion, what is the focus of artist's attention on?
- What do you think the artist wanted to communicate about time?
- What challenges do you think the artists faced in the realization of this piece of art?



How to analyse artworks

The educator guides the analysis of the main elements that compose and/or are represented in the artwork. Learner/s should be encouraged to discuss time management topic through the analysed elements.

Possible questions to ask:

1. Is there anything in this artwork that makes you think about time or timing?
2. Are there any elements in this painting which you can relate to the main aspects of time management? Which are they and to what aspect they refer?
3. How do you think different people and cultures understand “time” and “timing”?
4. Looking at melting watches, what do you think the artist wanted to communicate about time management?
5. How would you describe time management process through this piece of art?

5.2 Guided discussion: Analysis of the artwork and its main elements related to time management



Optionally the educator could research and provide the learner/s with support analysis tools chosen according to the topic and the piece of art under observation.

Those could be combined with additional information and materials about the pieces of art/literature in the database.

TOOLS how to analyze a piece of art

Primarily

- Self reflection through a piece of art
- Colors, shapes, patterns, symbols etc. related to the context and the artwork

Secondarily

- Historical and environmental context
- Artwork's and/or artist's history

BUSINESS TOPICS ANALYSIS TOOLS (theoretical framework)

How to analyze the topic?

- Key points of business and/or entrepreneurial processes
- Practical examples related to the topic

Support tools

5.3 Guided discussion: Linking time management topic with the discussed artwork

The educator guides learner/s how to link the discussed elements of the topic and the artwork with their personal skills and experience.

Opening question: How could you improve your personal time management skills based on what we already discussed?

To guide the discussion, the educator could use one or more of the following activities :

Practical exercise to draw/sketch their own version of the artwork through the lens of time management

Creating a mind map on the topic

Question cards about the piece of art under discussion

Running a Q&A session – about the topic and about the piece of art

Quizzes on the topic of the activity and on the piece of art

The educator should collect answers from learner/s and encourage different opinions and sharing of experience and thoughts.



6. Conclusion

At the end of the activity, the educator can share with learner/s his/her own interpretation of the artwork, explaining how he/she sees the topic through the lens of art and the observed and analysed artwork.

The educator is encouraged to make own interpretation of the artwork. As a starting point, s/he could use the one provided in the database, and /or substitute it by statements made by the artist or by opinions of art critics or art experts referring to the discusses artwork.



7. Time management skills recap

Developing effective time management skills is based on the following key pillars:

1. Recognising the importance of good time management in our daily routine
2. Developing the ability to distinguish important and urgent tasks from the ones which we could delegate or leave undone
3. Mastering the art of prioritising
4. Avoiding procrastination

John C. Maxwell: “Time management is an oxymoron. Time is beyond our control, and the **clock** keeps ticking regardless of how we lead our lives. Priority management is the answer to maximizing the time we have.”

([Time Management Quotes To Make The Most Of Life \(2021\) \(everydaypower.com\)](#))



Additional Reading

On the topic of Time management:

1. **What Is Time Management? Working Smarter to Enhance Productivity** - [What Is Time Management? - Time Management Skills From MindTools.com](#)
2. **25 time management tips for work** - [25 Time Management Tips for Work 2021 | QuickBooks \(intuit.com\)](#)
3. **Easy time-management tips** - [Easy time-management tips - NHS \(www.nhs.uk\)](#)
4. **Time Management - Meaning and its Importance** - [Time Management - Meaning and its Importance \(managementstudyguide.com\)](#)
5. **The Most Important Tasks (podcast)** - [Process - The Journey to Productivity and Effectiveness 9: The Most Important Tasks \(effectiveremotework.com\)](#)
6. **The difference between urgent and important tasks** - [The difference between urgent and important tasks \(fimatix.com\)](#)
7. **How to Prioritize Tasks and Do Only the Work that Matters** - [How to Prioritize Tasks and Do Only The Work That Matters](#)
8. **The Eisenhower Matrix: Make Urgent vs. Important Decisions with 4 Quadrants** - [The Eisenhower Matrix: Make Urgent vs. Important Decisions with 4 Quadrants \(developgoodhabits.com\)](#)
9. **Procrastination** - [Procrastination | Psychology Today](#)
10. **Procrastination: A Scientific Guide on How to Stop Procrastinating** - [Procrastination: A Brief Guide on How to Stop Procrastinating \(jamesclear.com\)](#)



Additional Reading

About the artwork:

1. At MoMA - [Salvador Dalí. The Persistence of Memory. 1931 | MoMA](#)
2. At WikiArt - [The Persistence of Memory, 1931 - Salvador Dali - WikiArt.org](#)
3. At Artsy - [Salvador Dalí | The Persistence of Memory \(1931\) | Artsy](#)
4. [The Persistence of Memory by Salvador Dali Facts & History \(totallyhistory.com\)](#)
5. [Persistence Of Memory 1931 - Salvador Dalí \(salvador-dali.info\)](#)



Thanks!

Do you have any questions?

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