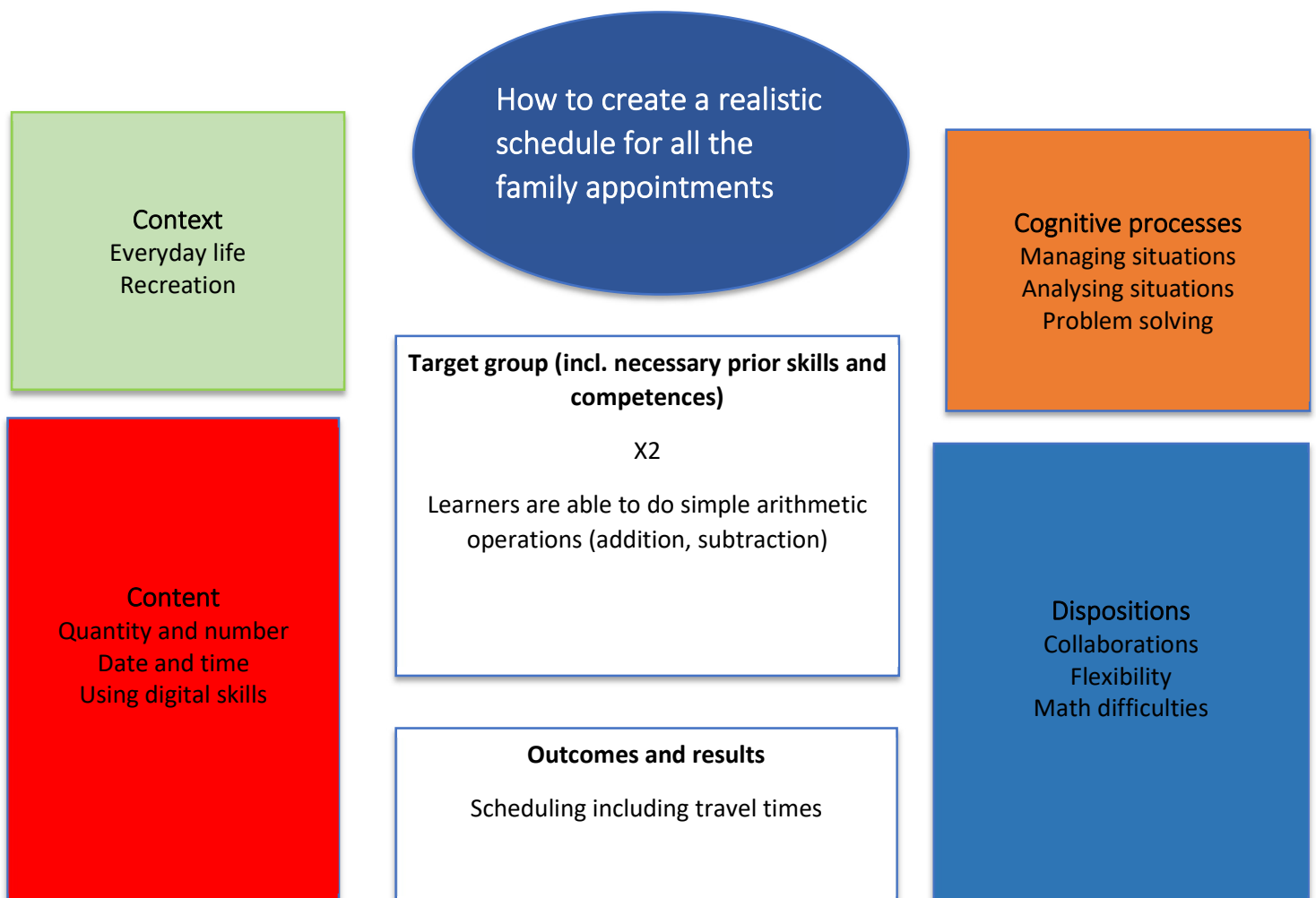


## MY FAMILY'S TIME MANAGEMENT

### How to manage my schedule at home

In our everyday life we sometimes have to manage a lot of things. There is a parent-teacher conference at school, we have an appointment at the doctor's, our son wants to visit a friend and we must take our daughter to her soccer training. How can we manage all these appointments without stress and without being late?

#### Overview "My family's time management"



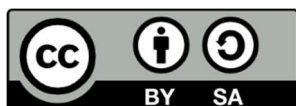
| Main information                          |   |
|---|---|
| Content                                   | Date and time<br>Analog and digital clock<br>Calculating with times   |
| Target group                              | Adults and young adults (with family)<br>The situation can also be proposed for parents with children at the beginning of school  |
| Learning intention                        | What is the intention of adults to face this problem?<br>– Numeracy for personal and private purposes<br>– Numeracy for professional issues   |
| Duration                                  | 4 hours   |
| Material and resources                    | Timetables, picture cards, time schedules, online exercises, worksheets   |
| Group size                                | Range from 5 to 10 learners   |
| Problem statement                         | Planning appointments can be difficult, if we don't consider all time requests, such as travel time.  |
| Working questions                         | Do the learners have problems with time management?<br>How do they normally manage their appointments?<br>Do they use a paper-pen-calendar, a digital tool or nothing?<br>How do they check conflicts in their families' time management?<br><br>How can we fix appointments considering travel times and time reserves?<br><br>How can we estimate travel time?<br><br>How can we calculate with time? |
| Learning outcomes and results             | The learners are able to estimate / calculate the time needed for their appointments, they are able to understand and use timetables of public transport.<br>They are able to use digital calendars (on their smartphone)   |
| Reference to National Qualification Frame | Optional (country's decision)   |



Working plan

| Time (lessons) | Description of content/activities   | Material  | Methodical and didactic information <sup>1</sup>                                   |
|----------------|---|---|--|
| 30'            | <p><b>Activation</b><br/>Learners fill in their professional and private dates in a timetable.</p> <p>Discussion about time management</p>  | Timetables  | <p>HITS<br/>Cognitive activation</p> <p>Questioning</p>                            |
| 60'+           | <p><b>Estimation</b><br/>The learners estimate travel times for different means of transport (on foot, by bike, by car, by bus).</p> <p>Learners compare their estimation with each other.</p> <p>They compare with bus time schedule</p> | <p>Worksheet</p> <p>Picture cards</p> <p>Bus time schedule (Appendix 1)</p> | <p>HITS<br/>Questioning</p> <p>Collaborative learning</p> <p>Hands on learning</p> |
| 45'            | <p><b>Learning</b><br/>if needed: revision of analog and digital time</p>   | Online-tools (Appendix 2)   | <p>HITS</p> <p>Worked examples</p>   |
| 75'            | <p><b>Learning</b><br/>The learners calculate the time needed</p> <p>The learners calculate with times (addition, subtraction)</p>  | <p>Timetable</p> <p>Worksheets and exercises to solve (Appendix 3, 4)</p>   | <p>HITS<br/>Hands on learning</p> <p>Worked examples</p>                           |
| 30'+           | <p><b>Transfer</b><br/>Revision of the learner's timetables and adaption, if necessary</p> <p>Use a digital timetable (on the smartphone)</p>   | <p>Timetables</p> <p>Smartphone</p>   | <p>HITS<br/>Questioning</p>  |

<sup>1</sup> for description and explanation of kinds of tasks, HITS and other background information please consult the teacher's/user's guide



## Suggestions for the teacher/user

The example presented here should be considered as exemplary and inspirational material presenting a guideline with a high range of possibilities of adapting those suggestions to a specific group of learners or an individual learner with his or her very personal requirements.

In concrete terms, the example “My family’s time management” could be adapted these ways:

- Duration: Depending on the learners’ individual prior knowledges the duration of this example can vary. It is also possible to lengthen the phase of activation, depending on the interest of the group. It may also be necessary to clarify the term “time management” with the learners and to put up a vocabulary list of appointments and free time activities.
- Individualization: Specifically, we need to adjust the activities related to hours, minutes, and how to write and talk about time to match what the learners already know. In the example, we suggest some exercises to help them get comfortable with understanding time and duration.
- Further or additional material: It is absolutely recommended to make the learners’ personally used material (calendars, watches, apps, smartphones etc.) part of the lessons.

Our educational activities aim at numeracy skills being not only memorized, but first of all being practiced and functionally used by the learners in daily life or/and vocational situations. It is therefore recommended to implement the idea of HITS<sup>2</sup> (higher impacts of teaching skills) as far and often as possible: ...

- ... work with concrete and authentic material that learners will recognize from everyday life situations.
- ... ask the learners questions and let them raise questions themselves. It can be crucial to discuss numeracy themes, contexts and numbers.
- ... think of possible ways of transfer: in this example, the learners can reflect their time management. They can create a timetable or adapt an existing one. Depending on the learner’s prior skills and personal needs, they can learn to use a digital calendar on the smartphone.
- ... encourage the learners to collaborative learning. In this example the learners should discuss their different estimations of travel times in small groups. The discussion can lead to a common result.

---

<sup>2</sup> For general information and explanation on HITS and other background information please consult the teacher’s/user’s guide.



Appendix

Appendix 1: Bus timetable

| 1 (Puchberg – ) Straubingersiedlung – Klinikum – Neustadt – Hauptbahnhof – Kaiser-Josef-Platz – Lichtenegg – Noitzmühle |                                   |      |      |      |      |      |      |   |      |       |   |       |       |       |       |       |       |       |       |       |       |       |
|---|-----------------------------------|------|------|------|------|------|------|---|------|-------|---|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| Montag bis Freitag  |                                   |      |      |      |      |      |      |   |      |       |   |       |       |       |       |       |       |       |       |       |       |       |
|   | alle 15 Minuten<br>7:48 bis 12:33 |      |      |      |      |      |      | alle 15 Minuten<br>13:03 bis 17:48 <sup>2</sup> |      |       | alle 30 Minuten<br>18:03 bis 19:33 <sup>3</sup> |       |       |       |       |       |       |       |       |       |       |       |
| Höllwiesenstraße  | 5:53                              | 6:28 | 6:43 | 7:00 | 7:13 | 7:33 | 7:48 | 8:03  | 8:18 | 8:33  | 12:48   | 13:03 | 13:18 | 13:33 | 18:03 | 18:18 | 18:33 | 20:03 | 20:33 |       |       |       |
| Puchberg  | 5:25                              | 5:58 | 6:15 | 6:30 | 7:02 | 7:35 | 7:48 | 8:05  | 8:35 | 12:51 | 13:06   | 13:36 | 18:06 | 18:21 | 18:36 | 20:06 | 20:36 |       |       |       |       |       |
| Straubingersiedlung   | 5:27                              | 6:00 | 6:17 | 6:32 | 6:45 | 7:04 | 7:15 | 7:37  | 7:51 | 8:07  | 8:21  | 8:37  | 12:51 | 13:07 | 13:21 | 13:37 | 18:07 | 18:23 | 18:37 | 20:07 | 20:35 |       |
| Sudetenstraße   | 5:28                              | 6:01 | 6:18 | 6:33 | 6:46 | 7:05 | 7:16 | 7:38  | 7:52 | 8:08  | 8:22  | 8:38  | 12:52 | 13:08 | 13:22 | 13:38 | 18:08 | 18:24 | 18:38 | 20:08 | 20:37 |       |
| Toifweg   | 5:29                              | 6:02 | 6:19 | 6:34 | 6:47 | 7:06 | 7:17 | 7:39  | 7:53 | 8:09  | 8:23  | 8:39  | 12:53 | 13:09 | 13:23 | 13:39 | 18:09 | 18:25 | 18:39 | 20:09 | 20:37 |       |
| Elisabethstraße   | 5:30                              | 6:03 | 6:20 | 6:35 | 6:48 | 7:07 | 7:18 | 7:40  | 7:54 | 8:10  | 8:24  | 8:40  | 12:54 | 13:10 | 13:24 | 13:40 | 18:10 | 18:26 | 18:40 | 20:10 | 20:37 |       |
| Klinikum  | 5:31                              | 6:04 | 6:21 | 6:36 | 6:49 | 7:08 | 7:20 | 7:42  | 7:55 | 8:12  | 8:25  | 8:42  | 12:55 | 13:12 | 13:25 | 13:42 | 18:12 | 18:28 | 18:42 | 20:12 | 20:37 |       |
| Herz-Jesu-Kirche  | 5:33                              | 6:06 | 6:23 | 6:38 | 6:51 | 7:10 | 7:22 | 7:44  | 7:57 | 8:14  | 8:27  | 8:44  | 12:57 | 13:14 | 13:27 | 13:44 | 18:14 | 18:30 | 18:44 | 20:14 | 20:37 |       |
| Stifterstraße   | 5:34                              | 6:07 | 6:24 | 6:39 | 6:52 | 7:11 | 7:24 | 7:45  | 7:58 | 8:15  | 8:28  | 8:45  | 12:58 | 13:15 | 13:28 | 13:45 | 18:15 | 18:31 | 18:45 | 20:15 | 20:37 |       |
| Sandwirthstraße   | 5:35                              | 6:08 | 6:25 | 6:40 | 6:53 | 7:12 | 7:25 | 7:46  | 7:59 | 8:16  | 8:29  | 8:46  | 12:59 | 13:16 | 13:29 | 13:46 | 18:16 | 18:32 | 18:46 | 20:16 | 20:37 |       |
| Hauptbahnhof (Neustadt) • Steig C2  | 5:36                              | 6:09 | 6:26 | 6:41 | 6:54 | 7:14 | 7:27 | 7:47  | 8:00 | 8:17  | 8:30  | 8:47  | 13:00 | 13:17 | 13:30 | 13:47 | 18:17 | 18:33 | 18:47 | 20:17 | 20:37 |       |
| Bahnhofstraße • nur Ausstieg  | 5:37                              | 6:10 | 6:27 | 6:42 | 6:55 | 7:15 | 7:28 | 7:49  | 8:02 | 8:19  | 8:32  | 8:49  | 13:02 | 13:19 | 13:32 | 13:49 | 18:19 | 18:35 | 18:49 | 20:19 | 20:37 |       |
| Kaiser-Josef-Platz  | 5:45                              | 6:20 | 6:35 | 6:50 | 7:05 | 7:25 | 7:40 | 7:55  | 8:10 | 8:25  | 8:40  | 8:55  | 13:10 | 13:25 | 13:40 | 13:55 | 18:25 | 18:40 | 18:55 | 20:25 | 20:37 |       |
| Hamerlingstraße   | 5:47                              | 6:22 | 6:37 | 6:52 | 7:07 | 7:27 | 7:42 | 7:57  | 8:12 | 8:27  | 8:42  | 8:57  | 13:12 | 13:27 | 13:42 | 13:57 | 18:27 | 18:42 | 18:57 | 20:27 | 20:37 |       |
| Polizeidirektion  | 5:48                              | 6:23 | 6:38 | 6:53 | 7:08 | 7:28 | 7:43 | 7:58  | 8:13 | 8:28  | 8:43  | 8:58  | 13:13 | 13:28 | 13:43 | 13:58 | 18:28 | 18:43 | 18:58 | 20:28 | 20:37 |       |
| Herminenhof • Tierpark  |                                   |      |      |      |      |      |      |   |      |       |   |       | 13:14 | 13:29 | 13:44 | 13:59 | 18:29 | 18:44 | 18:59 | 20:29 | 20:37 |       |
| Kienzlstraße • Welser Messe   |                                   |      |      |      |      |      |      |   |      |       |   |       | 13:15 | 13:30 | 13:45 | 14:00 | 18:30 | 18:45 | 19:00 | 20:30 | 20:37 |       |
| Bauernstraße  | 5:49                              | 6:24 | 6:39 | 6:54 | 7:09 | 7:29 | 7:44 | 7:59  | 8:14 | 8:29  | 8:44  | 8:59  | 13:14 | 13:29 | 13:44 | 13:59 | 18:31 | 18:46 | 19:01 | 20:31 | 20:37 |       |
| Schulstraße   | 5:50                              | 6:25 | 6:40 | 6:55 | 7:10 | 7:30 | 7:45 | 8:00  | 8:15 | 8:30  | 8:45  | 9:00  | 13:15 | 13:30 | 13:45 | 14:00 | 18:32 | 18:47 | 19:02 | 20:32 | 20:37 |       |
| Sonnsteinstraße   | 5:51                              | 6:26 | 6:41 | 6:56 | 7:11 | 7:31 | 7:46 | 8:01  | 8:16 | 8:31  | 8:46  | 9:01  | 13:16 | 13:31 | 13:46 | 14:01 | 18:33 | 18:48 | 19:03 | 20:33 | 20:37 |       |
| Zeltkirche  | 5:52                              | 6:27 | 6:42 | 6:57 | 7:12 | 7:32 | 7:47 | 8:02  | 8:17 | 8:32  | 8:47  | 9:02  | 13:17 | 13:32 | 13:47 | 14:02 | 18:34 | 18:49 | 19:04 | 20:34 | 20:37 |       |
| Margaretenstraße  | 5:28                              | 5:53 | 6:18 | 6:28 | 6:43 | 6:58 | 7:13 | 7:33  | 7:48 | 8:03  | 8:18  | 8:33  | 8:48  | 9:03  | 13:18 | 13:33 | 13:48 | 14:03 | 18:35 | 18:50 | 19:05 | 20:35 |
| Magnolienstraße   | 5:29                              | 5:54 | 6:19 | 6:29 | 6:44 | 6:59 | 7:14 | 7:34  | 7:49 | 8:04  | 8:19  | 8:34  | 8:49  | 9:04  | 13:19 | 13:34 | 13:49 | 14:04 | 18:36 | 18:51 | 19:06 | 20:36 |
| Traunaustraße / Lichtenegger Straße   | 5:30                              | 5:55 | 6:20 | 6:30 | 6:45 | 7:00 | 7:15 | 7:35  | 7:50 | 8:05  | 8:20  | 8:35  | 8:50  | 9:05  | 13:20 | 13:35 | 13:50 | 14:05 | 18:37 | 18:52 | 19:07 | 20:37 |
| Noitzmühle • an   | 5:32                              | 5:57 | 6:22 | 6:32 | 6:47 | 7:02 | 7:17 | 7:37  | 7:52 | 8:07  | 8:22  | 8:37  | 8:52  | 9:07  | 13:22 | 13:37 | 13:52 | 14:07 | 18:39 | 18:54 | 19:09 | 20:37 |
| Noitzmühle  | 5:32                              | 6:04 | 6:22 | 6:34 | 6:49 | 7:07 | 7:22 | 7:39  | 7:54 | 8:09  | 8:24  | 8:39  | 8:54  | 9:09  | 13:24 | 13:39 | 13:54 | 14:09 | 18:41 | 19:06 | 19:21 | 20:37 |
| Lärchenstraße   | 5:33                              | 6:05 | 6:23 | 6:35 | 6:50 | 7:08 | 7:23 | 7:40  | 7:55 | 8:10  | 8:25  | 8:40  | 8:55  | 9:10  | 13:25 | 13:40 | 13:55 | 14:10 | 18:42 | 19:07 | 19:22 | 20:37 |
| Grüne Zeile   | 5:34                              | 6:06 | 6:24 | 6:36 | 6:51 | 7:09 | 7:24 | 7:41  | 7:56 | 8:11  | 8:26  | 8:41  | 8:56  | 9:11  | 13:26 | 13:41 | 13:56 | 14:11 | 18:43 | 19:08 | 19:23 | 20:37 |

<sup>1</sup> Verbindungen zur Polizeidirektion am Nachmittag • zum Herminenhof und in die Kienzlstraße am Vormittag • siehe Linie 16  
<sup>2</sup> Die Fahrt ab Höllwiesenstraße 17:48 – Kaiser-Josef-Platz 18:10 fährt zwischen Noitzmühle und Grüne Zeile zu geänderten Zeiten: Noitzmühle 18:22 – Lärchenstraße 18:23 – Grüne Zeile 18:24  
<sup>3</sup> Haltestellen werden in geänderter Reihenfolge abgefahren

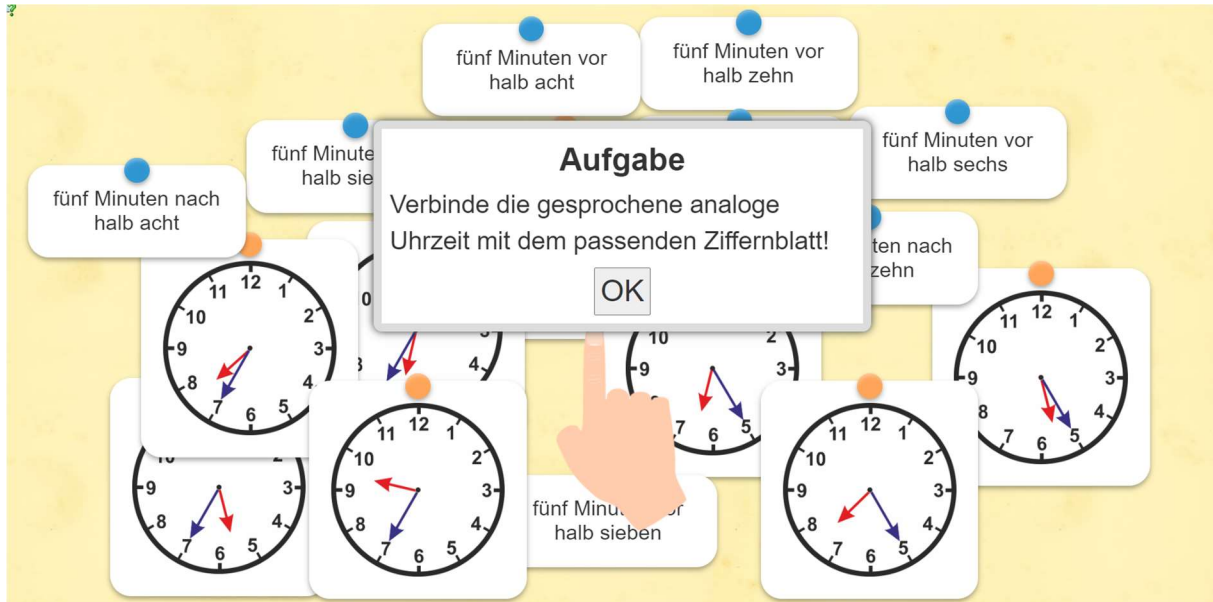
Answer the following questions

- You have an appointment at the hospital at 8 am. The bus stops right outside the hospital. What time do you have to catch the bus in Puchberg to be on time?
- How many minutes does the bus take from Puchberg to the hospital?
- You get on the bus at 13:00 at the main station. You travel to Schulstraße. When do you get off again?



**Appendix 2: What's the time?**

<https://learningapps.org/view3305119> (01.06.2023)



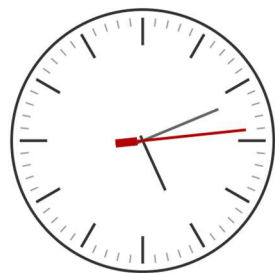
<https://www.matheretter.de/rechner/uhrzeit-lernen> (01.06.2023)



**Uhrzeit lernen online - mit Aussprache**

[Übersicht aller Rechner](#)

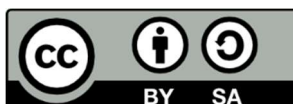
Dieses Programm ist zum Lernen der Zeit geeignet. Es richtet sich an Kinder und Deutschler. Die Uhrzeit wird digital und analog angezeigt. Gib die Zeit in den Feldern ein und du siehst die passende analoge Anzeige.



Today is Sunday the 30th of November. The time is:

17:11:14

[Aussprechen](#)



This work is licensed under CC BY-SA 4.0. To view a copy of this license, visit <https://creativecommons.org/licenses/by-sa/4.0/>

**Appendix 3: Working with time indications**

Aktuelle Uhrzeit: **12:30 Uhr**

*Wie spät ist es...*

in 15 Minuten: \_\_\_\_\_ Uhr

in 30 Minuten: \_\_\_\_\_ Uhr

in 1 Stunde: \_\_\_\_\_ Uhr

in 3 Stunden: \_\_\_\_\_ Uhr

in 5 Stunden: \_\_\_\_\_ Uhr

in 38 Minuten: \_\_\_\_\_ Uhr

in 1,5 Stunden: \_\_\_\_\_ Uhr

Aktuelle Uhrzeit: **14:15 Uhr**

*Wie spät ist es...*

in 15 Minuten: \_\_\_\_\_ Uhr

in 30 Minuten: \_\_\_\_\_ Uhr

in 1 Stunde: \_\_\_\_\_ Uhr

in 3 Stunden: \_\_\_\_\_ Uhr

in 5 Stunden: \_\_\_\_\_ Uhr

in 42 Minuten: \_\_\_\_\_ Uhr

in 1,5 Stunden: \_\_\_\_\_ Uhr



Aktuelle Uhrzeit: **18:35 Uhr**

*Wie spät war es...*

vor 15 Minuten: \_\_\_\_\_ Uhr

vor 30 Minuten: \_\_\_\_\_ Uhr

vor 1 Stunde: \_\_\_\_\_ Uhr

vor 3 Stunden: \_\_\_\_\_ Uhr

vor 5 Stunden: \_\_\_\_\_ Uhr

vor 56 Minuten: \_\_\_\_\_ Uhr

vor 3,5 Stunden: \_\_\_\_\_ Uhr

Aktuelle Uhrzeit: **20:45 Uhr**

*Wie spät war es...*

vor 15 Minuten: \_\_\_\_\_ Uhr

vor 30 Minuten: \_\_\_\_\_ Uhr

vor 1 Stunde: \_\_\_\_\_ Uhr

vor 3 Stunden: \_\_\_\_\_ Uhr

vor 5 Stunden: \_\_\_\_\_ Uhr

vor 23 Minuten: \_\_\_\_\_ Uhr

vor 2,5 Stunden: \_\_\_\_\_ Uhr



**Appendix 4 – Time and period**

1. Complete the table

|   | Start | Duration   | End   |
|---|-------|------------|-------|
| You travel 23 minutes to work by train              | 07:20 |            |       |
| The bus arrives in the city center at 18:45.        |       | 17 minutes |       |
| The movie lasts 1 hour 55 minutes.                  |       |            | 22:10 |
| My daughter is back from soccer practice at 5:30 pm | 14:45 |            |       |
| The doctor's appointment lasts 25 minutes.          | 10:30 |            |       |
| The parent-teacher conference ends at 18:00.        | 13:15 |            |       |

2. Complete the table

|                                |                      |
|--------------------------------|----------------------|
| 70 minutes = 1 hour 10 minutes | = 1 hour 23 minutes  |
| 90 minutes =                   | = 2 hours 5 minutes  |
| 120 minutes =                  | = 2 hours 55 minutes |
| 210 minutes =                  | = 3 hours 12 minutes |
| 255 minutes =                  | = 4 hours 41 minutes |

3. Find the correct answer.

You have an appointment at the doctor's. You walk 7 minutes from home to the bus stop. The bus ride takes 18 minutes. From the bus station to the doctor's office you need another 12 minutes.

- How long does the journey take in total?
- When do you have to leave home if you want to be on time for your appointment at 10:30?

