

NIOS lesson adaptation project

By EMBRACE Volunteers

(A community initiative of Harchan Foundation Trust)

Chapter 15

Managing Time and Energy

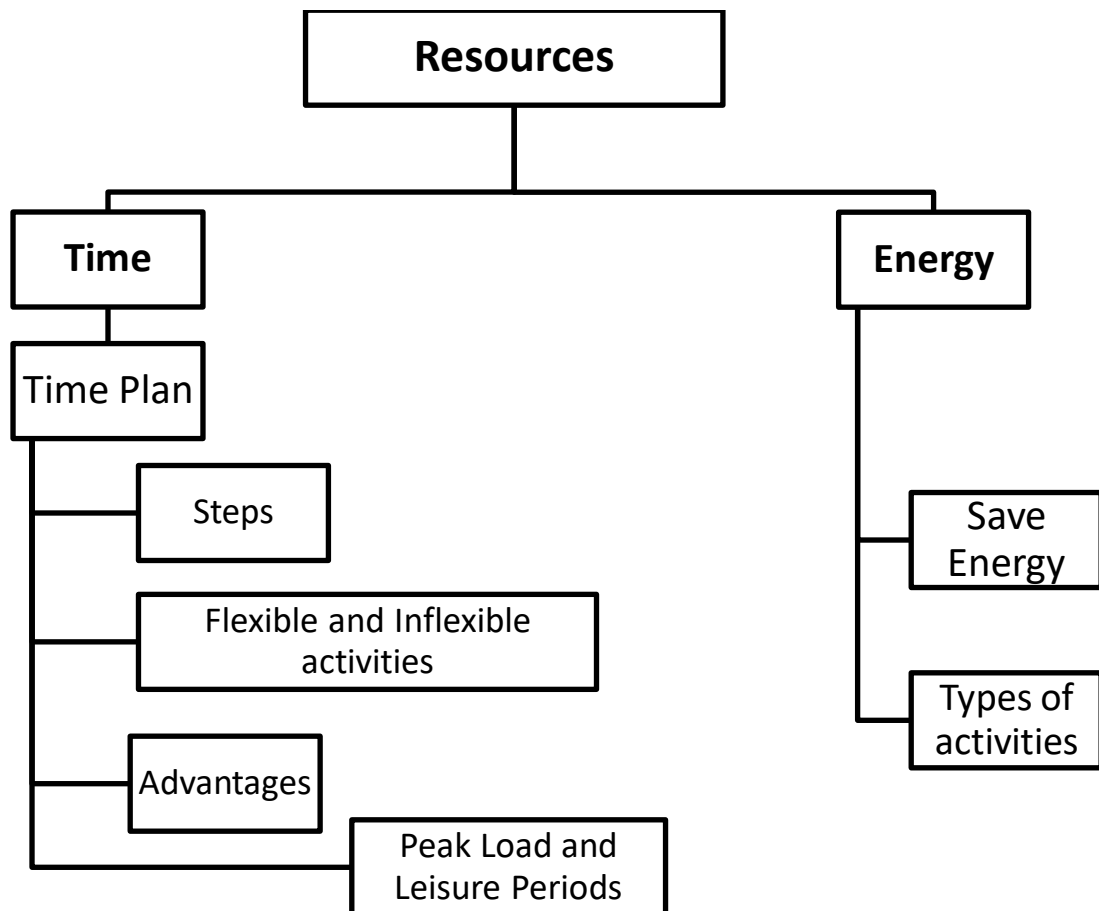
(Printable Version)

- **Simplified Lesson**
- **Previous Year Questions with Answers**
- **Terminal Questions**

This project is aimed at supporting children with different needs. Information provided is adapted to the best of knowledge by the volunteers. For complete information please refer to the NIOS resources in <https://www.nios.ac.in/online-course-material/secondary-courses.aspx>.

LESSON 15

Managing Time and Energy



Types of Resources

- Human Resources (Time, Energy)
- Non-Human Resources (Money, Land)

Time	Energy:
It is a limited human resource. To perform a task, we need time.	It is a limited human resource It is the ability to do work.

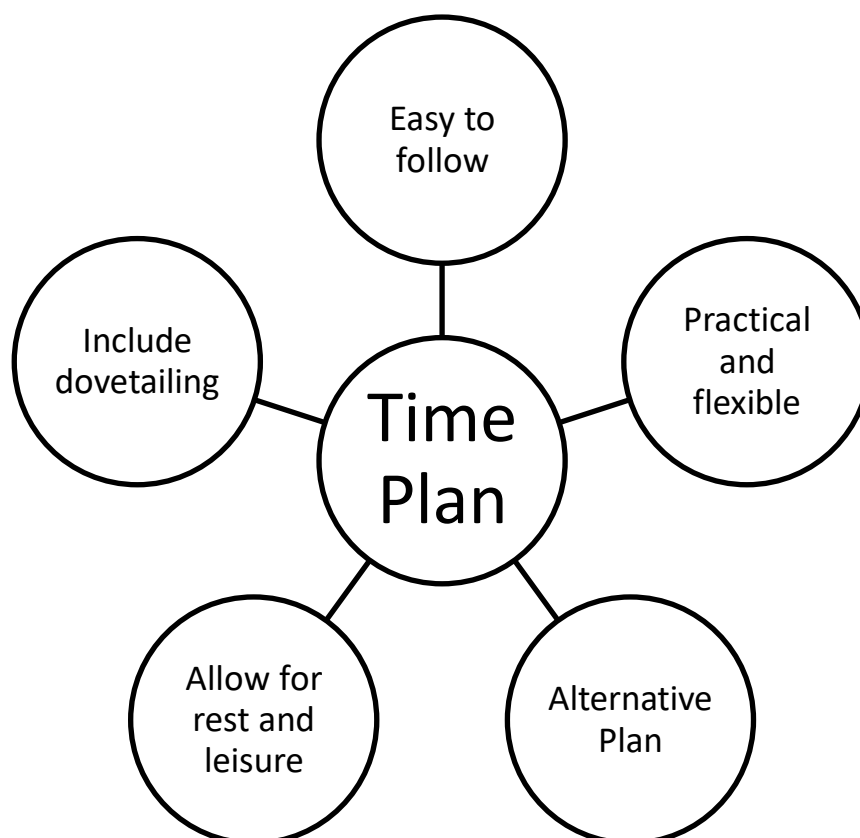
Time plan

- It is an advance plan of what we are going to do in a given time period.
Example - school timetable.

Steps in time-planning

1. List all activities in a day.
2. Group the activities as flexible and inflexible activities
3. Estimate the time needed to do each activity
4. Balance the activities and the time needed

Flexible Activity	Inflexible Activity
<p>An activity which can be done any time in a day.</p> <p>Example – shopping for vegetables, watching TV.</p>	<p>An activity which must be done at a specific time or before another specific activity.</p> <p>Example – Prepare lunch before the child goes to school</p>



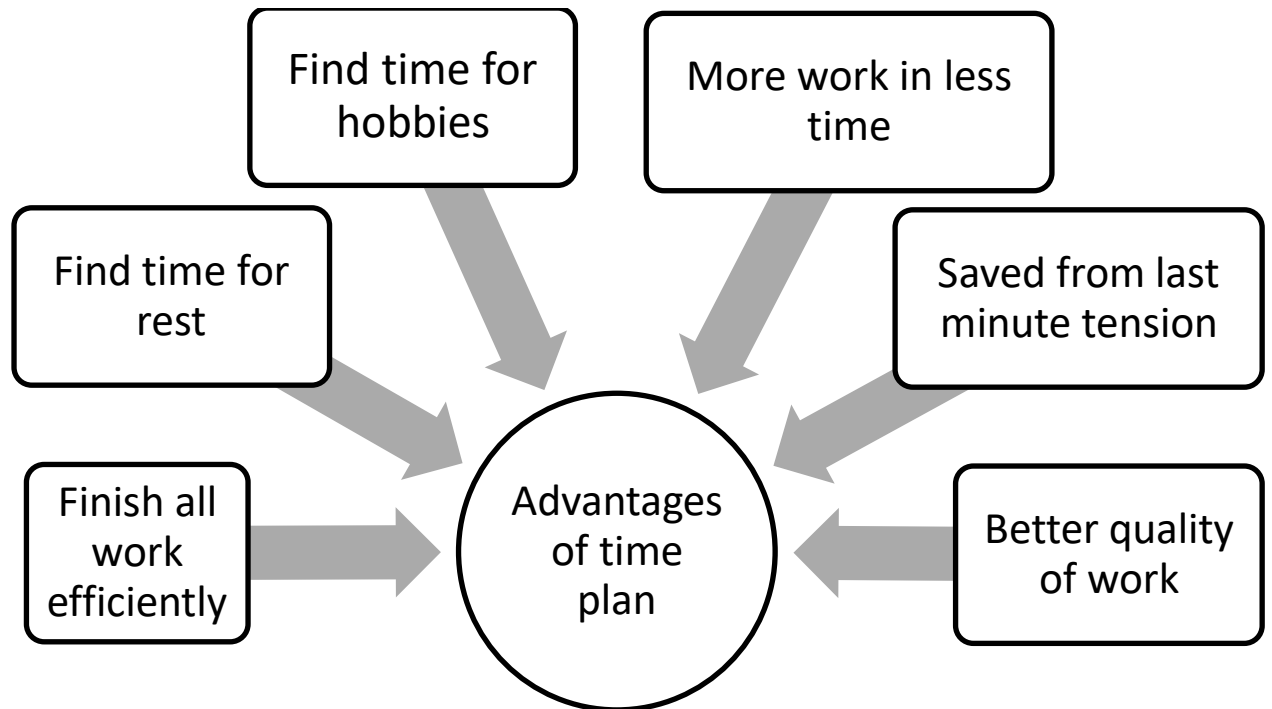
Peak Load – The time in a day when you do lot of activities.

Example – In the morning, you brush, take bath, eat breakfast, get ready to school.

Fatigue – Tiredness caused by too much work.

Leisure – Activities which are relaxing. They also help to recharge us, like the phone recharging.

Examples: Drawing, Stitching, Singing



Dovetailing

Ability to do two or three activities at the same time.

Dovetailing helps to save time

How can we save time?

Make time plans and follow them

Do not waste time

Use labour saving equipments

Dovetailing – Doing 2 or more activities at the same time

Energy

Types of activities (based on energy)

- **Heavy Activities** - Need large amount of energy
Running, Jogging, Mopping
- **Moderate Activities** - Need average amount of energy
Sweeping, Ironing, Cooking
- **Light Activities** - Need little energy
Reading, Watching TV, Listening to music

Ways to save energy

1. Break the task into smaller activities
 2. Cut extra movements and combine activities
 3. Perform activities in a better order
 4. Be more skilled at your work
 5. Use the correct posture
 6. Work at proper heights and keep the necessary things nearby
 7. Use labour saving devices
-

PREVIOUS YEARS QUESTIONS

1 Mark Question

1. An advance plan of what we are going to do in a given time period is called

- a) Evaluation
- b) Time Plan
- c) Dove Tailing
- d) Implementation

2. Dovetailing is

- a) Doing one's own work
- b) A machine name
- c) A form of car racing
- d) Doing two or more activities at the same time

3. Which of the following activities will help to save your energy?

- a) Mopping while squatting
- b) Cooking for the whole day
- c) Washing similar dishes together
- d) Mopping after brooming

4. Which one is an inflexible activity

- a) Ironing clothes
- b) Doing prayer
- c) Washing clothes
- d) Cooking food

2 Mark Questions

1. What four factors should you consider while making a time plan for yourself?

Time plan should be

- Easy to follow
- Practical and flexible
- Alternative Plan
- Allow for rest and leisure
- Include dovetailing

2. Explain dovetailing with the help of an example. How is it beneficial in our day to day life? (2 times)

Dovetailing is the ability to do two or three activities at the same time.

It helps to save time.

Example

1. Washing dishes while cooking – Here we are doing cooking and washing within the same time duration
2. Helping sister with homework while hanging clothes to dry. – Here we are helping and drying at the same time.

3. In what four ways we can save energy while cooking food

To save energy while cooking food

- Keep things within reach
- Use devices like mixer and grinder
- Cook at proper height
- Use correct posture

4. Explain the term peak load period with the help of an example from your daily life

The time in a day when you do lot of activities is called peak load period

Example – In the morning, you brush, take bath, eat breakfast, get ready to school

5. Which are the two advantages of making a time plan before your final exams

Advantages of time plan before exam

Saved from last minute tension

Better quality of work

Find time for rest

6. Explain with the help of an example how the use of correct posture can saves our energy while sweeping the floor

Correct posture helps to avoid getting tired easily and saves energy and time.

Example

Short handle broom causes wrong posture thus getting tired easily.

Using long handle broom reduces time and energy required to do sweeping.

7."To save energy while doing different activities one should cut all extra movements and combine activities". Explain the statement with the help of an example.

Activities have to be combined and extra movements have to be reduced to save energy

Example

- To clean the table after eating food
- Collect all plates of same size and put smaller on top of the bigger ones.
- Put them in a tray.
- Put all spoons on the sides of plates
- Take them to kitchen

This reduces the trips to kitchen

8. Suggest four ways by which you can save your energy while cleaning the dishes with hands.

While cleaning the dishes with hands

- Use correct posture to avoid getting tired
- Keep all the dishes nearby to reduce movement
- Wash from proper heights
- Wash small vessels before bigger vessels

9. Your brother is always lagging behind in his homework. Tell him the advantages of making a time plan?

Advantages of making time plan are

Finish homework efficiently

Find time for rest

More homework in less time

Saved from last minute tension

10. Suggest four ways of saving time

Make time plans and follow them

Do not waste time

Use labour saving equipments

Dovetailing – Doing 2 or more activities at the same time

11. Suggest four ways of saving energy while washing clothes by hand.

Break into smaller activities like separating clothes,soaking,rubbing

Use correct posture while washing

Keep whatever required nearby to cutdown movement

Sequence the activities like soaking in water for sometime then washing.

12. Rekha's mother gets tired very quickly.Suggest three ways to conserve her energy

Ways to save energy

1. Break the task into smaller activities
2. Cut extra movements and combine activities
3. Use the correct posture
4. Use labour saving devices

3 Mark Questions

1. Your mother gets tired while cooking. Suggest her three ways she can save her energy

Ways to save energy

1. Break the task into smaller activities
2. Cut extra movements and combine activities
3. Use the correct posture
4. Use labour saving devices

2. Suggest the three ways by which you can save time while working in the home

Make time plans and follow them

Do not waste time

Use labour saving equipments

Dovetailing – Doing 2 or more activities at the same time

3. What is a time plan ? Mention two benefits of making a time plan

Time plan

- It is an advance plan of what we are going to do in a given time period.

Benefits (Advantage)

- More work in less time
- Saved from last minute tension

4. What do you understand by the term dovetailing and how does it help to save time? Explain with a suitable example

Dovetailing is the ability to do two or three activities at the same time.

It helps to save time.

Example: we have to cook dal, vegetables, wash dishes and wash clothes in a washing machine.

There are two ways of doing activities:

Without Dove-Tailing

Activity	Time needed
Cook dal	25 minutes
Cook vegetables	20 minutes
Wash dishes	20 minutes
Wash clothes	25 minutes
Total time taken to do all these activities	90 minutes

With Dove-Tailing

Activity	Time needed
Fill water in washing machine, add detergent and start washing	5 minutes
First put water on stove for boiling dal	2 minutes
Clean and wash dal and put it in water for cooking	5 minutes
Wash and cut vegetables and keep for cooking	10 minutes
Wash dishes while cooking and washing of clothes going on	20 minutes
Wind up kitchen cooking	5 minutes
Wind up washing of clothes and drying	8 minutes
Total time taken to do all these activities	55 minutes

In this way by dovetailing activities, we can save time.

5. What is the difference between heavy, moderate and light work? Give one example for each

- **Heavy Activities** - Need large amount of energy
Running, Jogging, Mopping

- **Moderate Activities**-Need average amount of energy
Sweeping,Ironing,Cooking
- **Light Activities**-Need little energy
Reading,WatchingTV,Listening to music

6. Giving six reasons, convince a family to make a time plan for themselves.

Advantages of time plan

- Helps to finish all work efficiently
- Helps to find time for rest
- Helps to find time for hobbies
- More work in less time
- Saved from last minute tension
- Better quality of work

4 Mark Questions

1. What is a 'time plan' ? Make a time plan you followed on a daily basis while preparing for your tenth class exams.

Time plan

- It is an advance plan of what we are going to do in a given time period.

Daily plan (while preparing for 10th exam)

Time	Activity
6.00-6.30 a.m	Wakeup,brush,bath
6.30-7.00 a.m	exercise
7.00-8.00 a.m	study
8.00-8.30 a.m	breakfast
8.30-9.00a.m	Table cleanup
9.00-11.00 a.m	study
11.00-12.00 pm	Kitchen help
12.00-1.00 p.m	Free time
1.00-2.00 p.m	lunch
2.00-3.00 p.m	Free time / nap
3.00-5.00 p.m	study
5.00-6.30 p.m	play
6.30-7.30 p.m	TV
7.30-8.30 p.m	dinner
8.30-9.00 p.m	Reading & sleep

TERMINAL QUESTIONS

1. What are the advantages of preparing a time plan?

- Finish all work efficiently
- Find time for rest
- Find time for hobbies
- More work in less time
- Saved from last minute tension
- Better quality of work

2. Differentiate between heavy, moderate and light work? Give one examples of each.

- Heavy Activities - Need large amount of energy
Running, Jogging, Mopping
- Moderate Activities-Need average amount of energy
Sweeping, Ironing, Cooking
- Light Activities-Need little energy
Reading, WatchingTV, Listening to music

3. Why is it important to categorize activities of work?

Categorizing the activities of work is important to find out the amount of energy required to do the work.

4. What do you understand by the term dovetailing and how does it help to save time?

Dovetailing is the ability to do two or three activities at the same time.

It helps to save time since we do more than one activity within time duration.

So, the total time taken to complete a set of activities is reduced.

Example: we have to cook dal, vegetables, wash dishes and wash clothes in a washing machine.

There are two ways of doing activities:

Without dovetailing

Activity	Time needed
Cook dal	25 minutes
Cook vegetables	20 minutes
Wash dishes	20 minutes
Wash clothes	25 minutes
Total time taken to do all these activities	90 minutes

With dovetailing

Activity	Time needed
Fill water in washing machine, add detergent and start washing	5 minutes
First put water on stove for boiling dal	2 minutes
Clean and wash dal and put it in water for cooking	5 minutes
Wash and cut vegetables and keep for cooking	10 minutes
Wash dishes while cooking and washing of clothes going on	20 minutes
Wind up kitchen cooking	5 minutes
Wind up washing of clothes and drying	8 minutes
Total time taken to do all these activities	55 minutes

In this way by dovetailing activities, we can save time.

5. Your mother has to leave home for two days. All the family members have been assigned different tasks being performed by her. You have been assigned the task of cleaning the house.

Using the knowledge you have gained from this chapter, what approach will you use to save time and energy which your mother may not be using while doing all such tasks. Help your family members also to make a plan to save their time and energy.

Ans: Cleaning of the house in a new way unlike using traditional broom with short handle. Use long handle broom and thus we can do the cleaning activity without bending, so we can save energy and time required to do the job.

We can help family members to use work simplification procedure:

- To cut out extra movements.
- To develop work skills.
- To adopt correct posture.
- To work at proper height.
- To keep things within reach.
- To use proper equipment and labor Saving devices.

It will enable us to:

- Finish all the work in time.
- Find time to rest.
- Find time for your hobbies.