

# NIOS lesson adaptation project

by  **Embrace** The power within you! Volunteers

(A community initiative of Harchan Foundation Trust)

## CHAPTER -15

### MANAGING TIME AND ENERGY

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>.

# KWL Chart

K - What does the child KNOW	W - What does the child WANT to know	L - What has the child LEARNT
	What is time	
	What is energy	
	How to manage time	
	How to manage energy	
	Time plan, Dovetailing, Simplifying work, Save energy	

# KEYWORDS and MEANINGS

KEYWORD	MEANING
<b>Flexible</b>	The capability to change or modify. If the time to do an activity can be changed, then it is called flexible activity.
<b>Estimate</b>	It is an approximate calculation.
<b>Balancing</b>	It is an act of doing different activities to give a good result everywhere.
<b>Alternative</b>	The other choice available if the main choice does not work.
<b>Emergency</b>	It is a serious situation which needs immediate attention.

# KEYWORDS and MEANINGS

KEYWORD	MEANING
Peak Load	The time in a day when lot of work is done.
Fatigue	It is tiredness due to lot of work.
Tension	It is the state of mind when you are feeling too sad or angry or afraid.
Confusion	It is the state of mind when you are not sure of what is happening.
Labour	It is the work done.

# Resources

## Time

### Time Plan

Steps

Flexible and Inflexible activities

Advantages

Peak Load and Leisure Periods

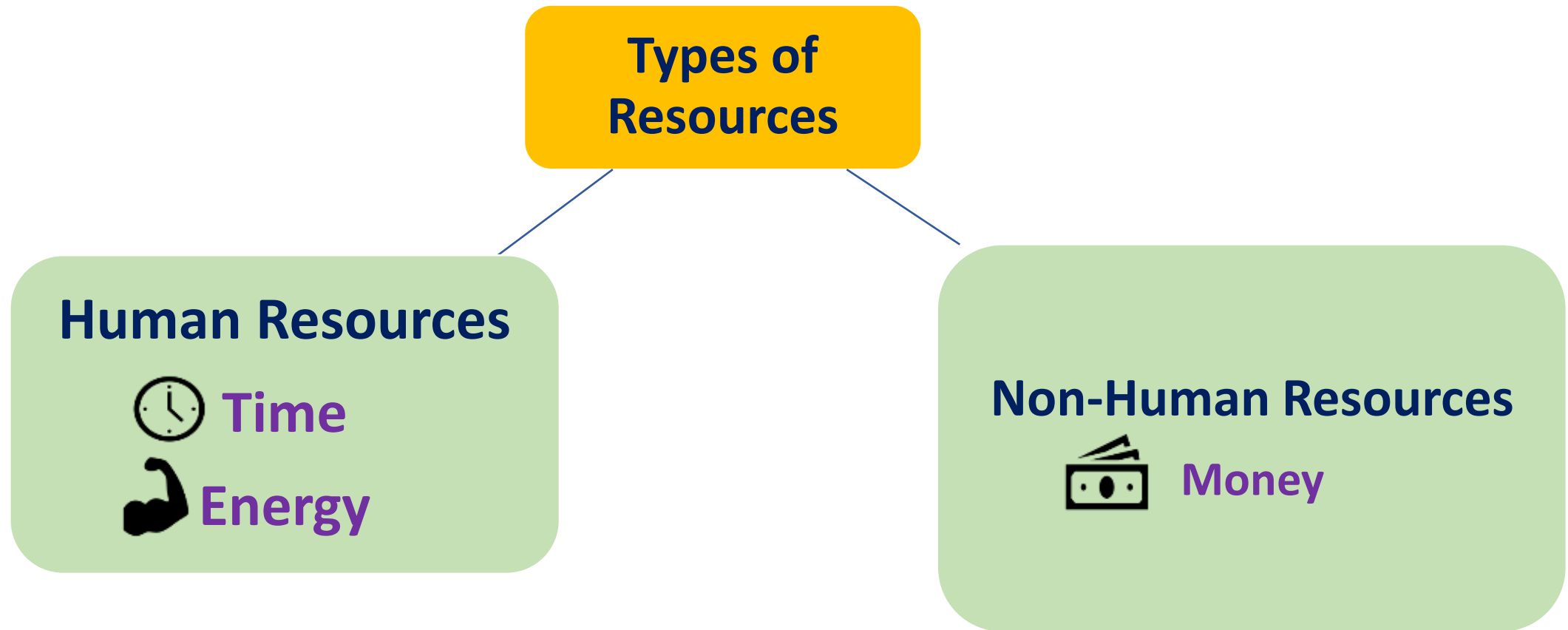
## Energy

Types of activities

Save Energy

# Resources

To do any work we need resources



# Manage time and energy (Activity )

**Work to be done – Make Coconut Chutney**

**Resources –**

- Coconut
- Spices
- Equipment to grind
- Time to make chutney
- Energy needed to grind and make chutney

# Manage time and energy (Activity 1)



Use  
electrical  
mixer



Takes **less**  
time and  
energy



Use stone  
grinder



Takes **more**  
time and  
energy



# 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.

Eating, sleeping, bathing, going to school, helping mother with cooking, helping father with cleaning, going for extra classes

## 2. Group the activities

Flexible activities – going to the shop with mother, watching TV.  
Inflexible activities – Going to school, Attending classes in the evening

## 3. Estimate the time needed to do each activity

Allot time for each activity. School time could be 5-6 hours. Activities which need short time can be filled in between fixed time activities.

## 4. Balance the activities and the time needed

Reducing time needed for some flexible activities can help here. start with activities which take long time to finish.

## FLEXIBLE ACTIVITY

An activity which can be done any time in a day.

It is not dependent on any other activity.

Example – shopping for vegetables, watching TV.

## INFLEXIBLE ACTIVITY

An activity which must be done at a specific time or before another specific activity.

Example – Prepare lunch before the child goes to school

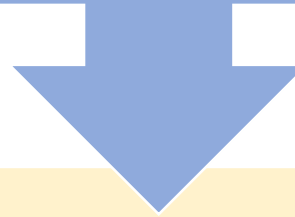
## Time plan – Activity 4

You must submit 2 assignments tomorrow. Your mother is sick. So, you must get her medicines, cook dinner and make the bed. How will you complete all the work, with the limited time available.

# Steps in time-planning (Activity 4)

## 1. List all activities in a day.

1. Get medicines 2. do assignments 3. cook dinner 4. serve dinner 5. make bed



## 2. Group the activities

### Flexible:

Making dinner

Doing assignments

### Inflexible:

Serving and eating dinner (Dinner should be prepared before this)

Getting medicine (Should be done first since it is emergency)

# Steps in time-planning

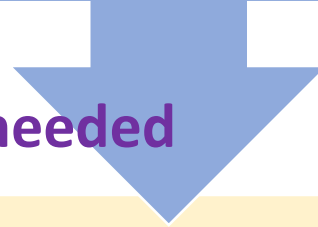
## 3. Estimate the time needed to do each activity

Serving and eating dinner – 30 minutes

Making bed – 20 minutes

Doing assignments – 2 hours

Getting medicine – 30 minutes



## 4. Balance the activities and the time needed

Get medicine and give mother.

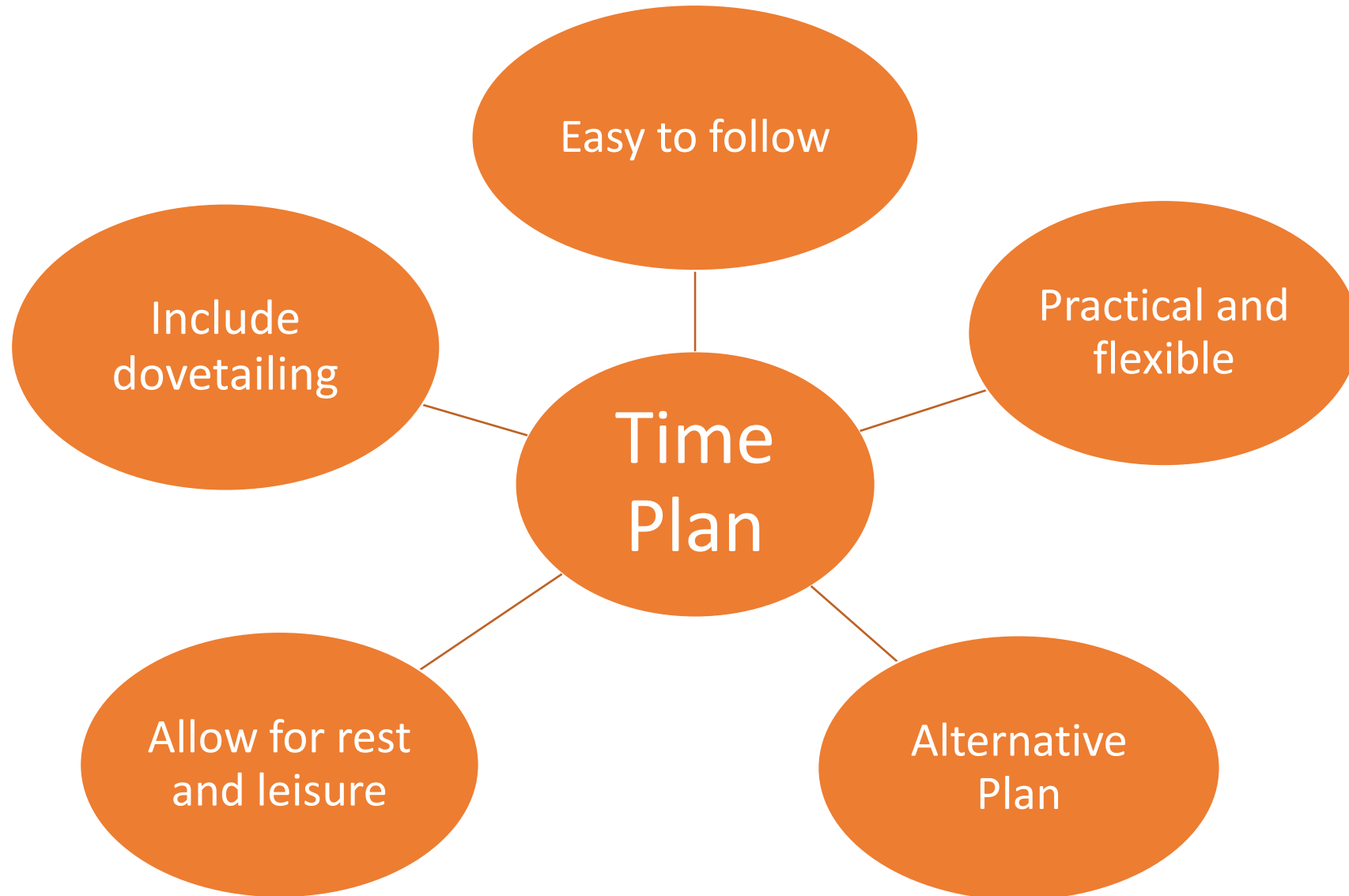
Start assignments.

Cook dinner. In between go and make beds.

Serve dinner.

Complete assignments

# Points to remember



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

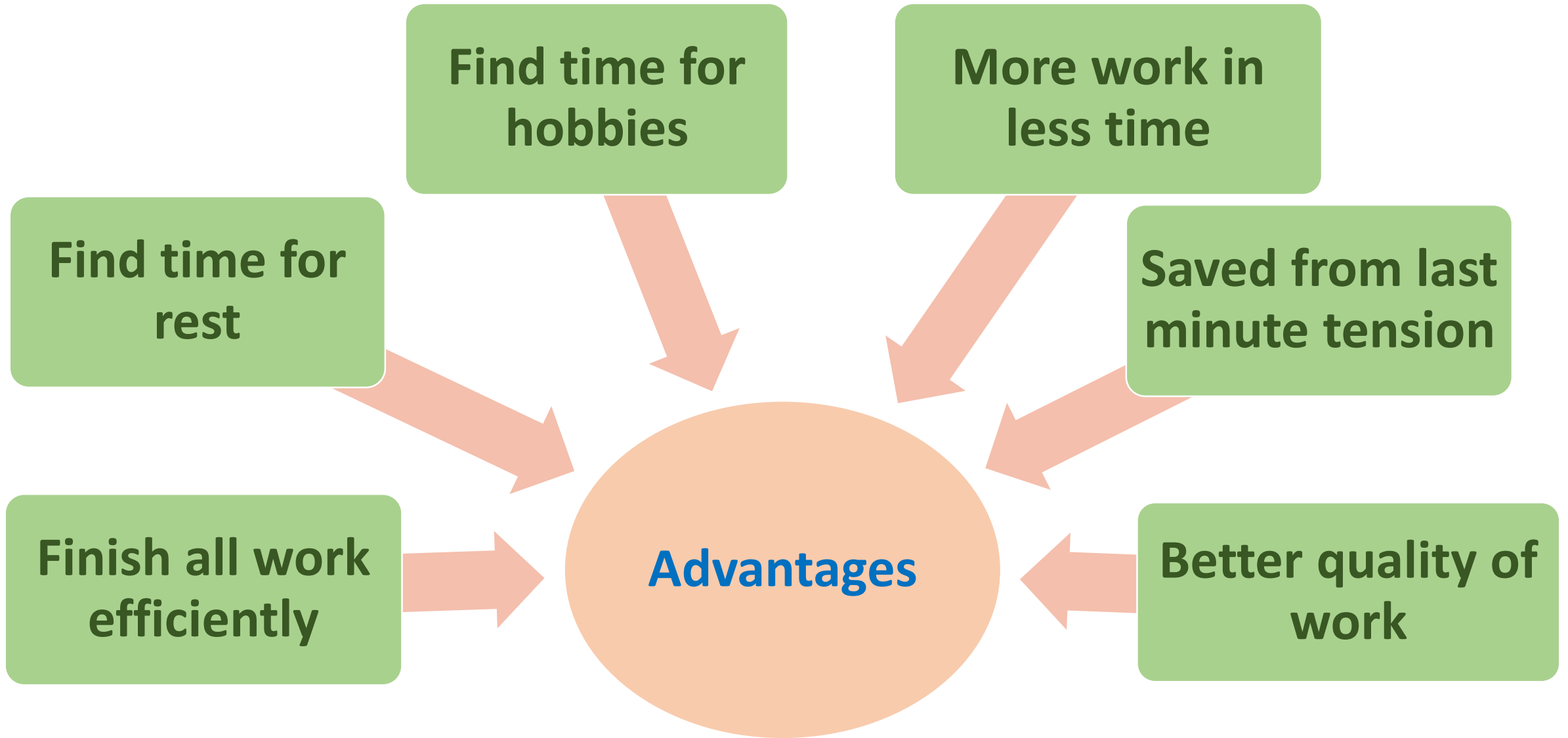
Example – In the morning, you brush, take bath, eat breakfast, get ready to school.

**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



# Advantages of preparing a time plan



# 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	

# Dovetailing

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

**Dovetailing helps to save time.**

# Dovetailing - example

**You must do the following activities**

- Cook dal, vegetables, wash clothes in washing machine, wash dishes**

## Method 1: (No dovetailing)

ACTIVITY	TIME NEEDED
Cook Dal	20 minutes
Cook Vegetables	20 minutes
Wash Dishes	20 minutes
Wash Clothes	20 minutes
<b>TOTAL TIME TAKEN</b>	<b>80 minutes</b>

## Method 2: (by 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 is going on	20 minutes
Wind up kitchen cooking	5 minutes
Wind up washing of clothes and drying	8 minutes
<b>TOTAL TIME TAKEN</b>	<b>55 minutes</b>

# Dovetailing - summary

In Method 1, we are doing the activities sequentially, one after another. So, it takes more time.

In Method 2, we are using dovetailing, doing 2 or more activities at the same time. We are washing dishes while cooking. So, we are saving time.

# ENERGY

**Energy is the capacity to do work. We need energy to do any activity.**



# Types of activities (based on energy)

## HEAVY

Need large  
amount of energy

Running  
Jogging  
Mopping

## MODERATE

Need average  
amount of energy

Sweeping  
Ironing  
Cooking

## LIGHT

Need little energy

Reading  
Watching TV  
Listening to music

# SAVE ENERGY

## 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

# Ways to save energy

## 1. Break task

**Break a task into many smaller tasks.**

Example – Cooking lunch involves

- Washing vegetables
- Washing rice
- Washing dal
- Cutting vegetables
- Cooking rice, dal and vegetables

# Ways to save energy

## 2. Cut extra movements & combine activities

**By combining smaller tasks and planning to do them together we can save energy.**

Example – When we must serve water to guests, we can fill all glasses together and serve in a tray.



## Ways to save energy

### 3.Perform activities in better order

**Some tasks need to be performed before other tasks.**

Example – After eating, first we need to remove the used vessels. After that we must wipe the floor clean

# Ways to save energy

## 4. Be more skilled at your work

**Being skilled at your work makes it easy to perform**

Example – We know that it is easy for our mother to cook because she is more skilled at cooking than us.



# Ways to save energy

## 5. Use the correct posture

**Using the correct posture saves energy and makes us less tired.**

Example – While studying,

Sit erect on a chair.

Wrong posture causes back and neck pain.



# Ways to save energy

## 6. work at correct height & keep things near the place of use

**We can work faster ,if we have our work at the correct height. If we keep the things near our place of use, we can save time.**

Example – Iron clothes

Sit on the floor - Strains back and neck

Tall table – Strains shoulders and arm

**Use a table at the right height**





# Ways to save energy

## 7. Use labour saving devices

**Labour saving devices help to save a lot of time and energy**

Example – To grind spices,

Mixer grinder is fast and needs less energy

Stone grinder is slow and needs more energy



# Lesson -Recap



## TIME

- Flexible and Inflexible activities
- Time plan steps
- advantages



## ENERGY

- Heavy, Moderate and Light activities
- Ways to save energy

# List of Volunteers

## Embrace-NIOS lesson adaptation project

(A community initiative of Harchan Foundation Trust)

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"volunteers don't necessarily have the time, they just have the **HEART**."

~ elizabeth andrew

Thank You  
Volunteers.

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