TIME AND PLANNING

Activity Pack -- FREE Resource

Ages 7-11 | No Prior Reading Required
Classroom, Library and Home Use

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Twenty-Four Hours

Every person in the world receives the same twenty-four hours each day. How we use them is up to us!

Activity 1: Read the Time

Clock Says	Words	Digital
Hour hand on 3, minute hand on 12	3 o'clock	3:00
Hour hand just past 7, minute hand on 6		
Hour hand near 10, minute hand on 9		
Hour hand just past 1, minute hand on 3		
Hour hand just past 11, minute hand on 4		

Activity 2: How Long?

1. School starts at 8:50 am and lunch is at 12:50 pm. How long is that? _____ hours
2. A movie starts at 4:15 pm and runs 1 hour 30 minutes. When does it end? _____
3. How many minutes are in 3 hours? _____ How many hours are in 2 days? _____
4. You sleep from 8:00 pm to 7:00 am. How many hours is that? _____

Think About It

* Why is time 'very valuable', even though everyone gets the same amount?

* What part of your day goes the fastest? Why do you think that is?

Trading Time for Coins

In many jobs, people trade hours of their time for money. Let's work out what time is worth.

Activity 1: Hours and Pay

Job	Pay per Hour	Hours	Total
Fruit shop helper	$20	3	
Dog walker	$15	4	
Tutor	$30	2	
Gardener	$25	5	

Activity 2: Money or Freedom?

Some shop owners build systems so their shop keeps running while they spend time with family.

1. A worker earns $20 an hour and works 10 hours a day. How much in one day? $_____
2. How many hours are left in that day for sleep, family and fun? _____
3. A system earns $50 a day without the owner there. How much in a week? $_____
4. What would you do with time that a system gave back to you? _____

Think About It

* Why might someone with lots of money still feel they have no time?

* Is it better to have more money or more time? Can you have both?

Plan My Week

Planning helps protect both time and money. A simple weekly plan makes sure the important things fit in.

Activity 1: My Week Planner

Write one thing in each box. Include learning, helping, moving, resting and fun.

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Before school							
After school							
Evening							

Activity 2: Check the Balance

In my plan I have time for...	Yes	Not Yet
Family	[ ]	[ ]
Learning	[ ]	[ ]
Moving my body	[ ]	[ ]
Rest	[ ]	[ ]
Helping someone	[ ]	[ ]
Something just for fun	[ ]	[ ]

Think About It

* What did you have to leave out of your plan? Why?

* How could planning save you money as well as time?

The Storm of Busyness

Note to students:
This worksheet explores personal feelings. There are no right or wrong answers -- your thoughts are your own. Sharing is always optional. If any question brings up big feelings, please talk with a trusted adult.

Sometimes people rush faster and faster, trying to do everything at once, and forget rest, friendship and happiness. Feeling worn out is a sign we need more balance.

Activity 1: Feeling Check-In

Circle the words that show how you feel.

When I have too much to do, I feel:
Rushed, Worried, Grumpy, Tired, Other: _____

When I have free time, I feel:
Calm, Bored, Happy, Restless, Other: _____

After a good rest, I feel:
Energised, Calm, Happy, Ready, Other: _____

Activity 2: My Calm-Down Plan

A sign that I'm getting too busy: _____

Something that helps me rest: _____

Someone I can talk to when I feel overloaded: _____

Think About It

* Why do you think people forget to rest when they are busy?

* What does a balanced day look like for you?

Time Thieves and the Compass

Time thieves are things that steal our hours without giving much back, like endless scrolling or clutter. Focusing on what matters protects our time.

Activity 1: Thief or Treasure?

Activity	Time Thief	Time Treasure
Scrolling videos for hours	[ ]	[ ]
Reading with family	[ ]	[ ]
Learning a new skill	[ ]	[ ]
Searching for things in a messy room	[ ]	[ ]
Helping a friend	[ ]	[ ]
Arguing about who goes first	[ ]	[ ]

Activity 2: My Compass

Write four things your compass should point to.

North: _____ East: _____

South: _____ West: _____

One time thief I will stop this week: _____

Think About It

* Which time thief is the sneakiest for you?

* What does 'Sometimes enough is more powerful than more' mean?

Time, Freedom, Purpose, Balance

Four words to remember: TIME, FREEDOM, PURPOSE, BALANCE. The wisest people learn to build both wealth and time.

Activity 1: My Goals

Write or draw one time goal for each time.

Goal Tier	My Goal	How I Will Do It	When I Will Start
THIS WEEK			
THIS TERM			
THIS YEAR			

Activity 2: Time Treasure Tracker

Colour a star each day you do it.

I did it!	Mon	Tue	Wed	Thu	Fri
I planned my day	*	*	*	*	*
I spent time with family or friends	*	*	*	*	*
I stopped a time thief	*	*	*	*	*
I rested without a screen	*	*	*	*	*
I worked on a dream or project	*	*	*	*	*

Think About It

* Which of the four words do you need most this week?

* Small moments grow into big futures. What small moment will you start today?

Teacher's Companion

No Prior Reading Required
This pack is fully standalone. No book or characters are referenced. Any student can complete these worksheets without prior reading. Suitable for classroom, library, and home learning programmes. This pack is an excerpt of a full book-specific learning pack available with purchase at **learningsmart.au**

Australian Curriculum Alignment

Learning Area	Strand	Year Level	Content Description (summary)
Mathematics	Measurement	Yr 2-5	Tell time on analog and digital clocks; calculate elapsed time (WS1)
Mathematics	Number	Yr 2-5	Multiply to find pay for hours worked (WS2)
HASS	Economics and Business	Yr 3-6	Trading time for money; work and systems (WS2)
Design and Technologies	Design Processes	Yr 2-5	Plan and organise a weekly schedule (WS3)
Health and PE	Personal, Social and Community Health	Yr 2-5	Recognise stress and use calming strategies (WS4)
Gen. Capabilities	Personal and Social Capability	Yr 2-5	Self-management: focus, priorities and goals (WS5, WS6)
Gen. Capabilities	Critical and Creative Thinking	Yr 2-5	Weigh up money and time choices (WS2)

16 Key Time and Planning Lessons

#	Lesson
1	Time never stops for anyone.
2	Everyone receives the same twenty-four hours each day.
3	Many jobs trade time for money.
4	Money and freedom are not always the same thing.
5	Systems and tools can keep creating value while people rest.
6	Some people become trapped trading all their time for money.
7	Balance means time for family, learning, building and rest.
8	Small moments grow into big futures.
9	Not everything deserves your time.
10	Focus protects time.
11	Every choice changes our future.
12	Planning helps protect both time and money.
13	True wealth includes both money and meaningful time.
14	Sometimes enough is more powerful than more.
15	Burnout appears when people forget balance.
16	Time is something you can never earn back once it is gone.

Answer Keys and Discussion Guidance

WS1 -- Twenty-Four Hours (Answers)
Half past 7 (7:30); quarter to 10 (9:45); quarter past 1 (1:15); twenty past 11 (11:20). How long: 1. 4 hours; 2. 5:45 pm; 3. 180 minutes, 48 hours; 4. 11 hours.

WS2 -- Trading Time (Answers)
$60; $60; $60; $125. Money or freedom: 1. $200; 2. 14 hours; 3. $350; 4. accept all reasoned answers.

WS3 -- Plan My Week
No single answer. Look for balance across family, learning, movement, rest, helping and fun.

WS4 -- Sensitivity Note for Educators
Some students carry heavy schedules or stress at home. Do NOT require sharing. If a student discloses a concern, follow your school's wellbeing and child safety protocol.

WS5 -- Thief or Treasure? (Answers)
Thieves: endless scrolling, searching a messy room, arguing. Treasures: reading with family, learning a skill, helping a friend. Accept reasoned answers.

WS6 -- Challenge Tracker
There are no correct scores. Celebrate every attempt.

Upsell Note for Educators
This generic pack is based on the Learning Smart book series. The full book-specific learning pack -- which references the characters, story moments, and adventure narrative -- is available with book purchase or subscription at **learningsmart.au**. Book-specific packs significantly increase student engagement and reading motivation.

Differentiation Strategies

Level	Strategy	Example Application
Below Level (support)	Reduce written output; use sentence starters; allow verbal responses; pair with peer.	WS1: use a geared teaching clock to show each time.
On Level (standard)	Complete all activities as written. Use discussion partner for Think About It sections.	Standard completion with class debrief of Think About It questions.
Extension (enrichment)	Keep a time diary for one day and colour-code learning, rest, fun and screens.	Research how a business system (like an online shop) works without the owner present.

7 Discussion Questions

1. Why do some busy people look stressed?
2. What does 'everyone receives the same twenty-four hours' mean?
3. How can a shop keep earning while its owner is with family?
4. What is the difference between money and freedom?
5. What are time thieves, and how can we stop them?
6. What happens when people forget balance?
7. What does 'Sometimes enough is more powerful than more' mean?

Classroom Display Ideas

Class Clocktower: A tall paper tower with clocks showing key times of the school day.

River of Clocks: Twenty-four paper clocks showing how a typical day is spent.

Money or Freedom?: Two circles with student examples.

Time Thieves: Shadowy figures labelled with common time wasters.

Focus Compass: Family, learning, dreams and helping others.

Four Words: TIME, FREEDOM, PURPOSE, BALANCE with WS6 goals.

Want the Full Adventure?

This free activity pack is inspired by the **Learning Smart book series** -- everyday adventures about character, confidence and growing into a kind, capable leader.

The Full Book-Specific Learning Pack Includes:

* Worksheets tied directly to the book's characters and story moments
* Story-based Think About It questions that deepen reading comprehension
* A Teacher's Companion with book-specific discussion questions
* Access to the full Learning Smart resource library

Available with book purchase or subscription at:

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Books in the Learning Smart Series

Title	Topic
The Clocktower of Time and Treasure	Telling Time and Planning Ahead
The Treasure Map of Money Mountain	Financial Literacy
Professor Bee's Body Expedition	Human Body and Science
Belinda and James: Beach Smart	Sun and Water Safety
Guardians of the Web	Internet Safety
The Magical ABC Adventures: Letters A-F	Early Literacy and Phonics

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Discover, Dream, Learn -- One Adventure at a Time

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