

Time Management Overview - 6 Days

Day 1

(Optional) First half of the period is meeting with AVID team. Each member offers a challenge they're having meeting their goal. Other members offer 3 strategies to implement to overcome obstacles.

Introduce [Time Management Log](#). Explain whole process. Have students:

- Create new abbreviations
- Fill in morning so far
- Anticipate and problem solve obstacles in filling out chart
- Add "fill in chart" to daily planner

If time, begin [Time Management Self Assessment](#)

Day 2

If not done before, complete Time Management Self Assessment

Check to see that log is being completed

In order to complete assessment next week, students take notes on videos:

- How to Manage Your Time Better. 4:09 Video:
<https://www.youtube.com/watch?v=VUk6LXRZMM>

Edit [Notes](#) with class

- My 3-tier Planning System for Getting Stuff Done. 4:36 Video:
<https://www.youtube.com/watch?v=8nkCt3OF6-8>

Edit [Notes](#) with class

Highlight and annotate handout:

- Time Management 10 Steps. Article:
https://docs.google.com/document/d/1bPy-pGTExFZUfJWO_dY-9x2iVxz2cAtSyeWcWS_eacJc/edit?usp=sharing

Can write on back side for each number what that item would look like in their life.

What would they specifically do

Day 3

Check to see that logs are being completed

Watch Videos on Multitasking: (Maybe just 2 of 3)

- The Myth of Multitasking. Video: <https://www.youtube.com/watch?v=BCeGKxz3Q8Q>
- Single-tasking is the new Multitasking. Video: <https://www.youtube.com/watch?v=KzbxpzKwDXA>
- How Multitasking Damages Your Brain. Video: <https://www.youtube.com/watch?v=NeSM1yupXwg>

Read and highlight key points in article:

- Distracted by Technology. Article: https://docs.google.com/document/d/1xt1HSohlNy9UP_i0_D8IraJCy3MEGpk67Uh_SDihMFE/edit?usp=sharing

Day 4

With logs completed, fill out [Time Log Analysis](#).

Finish videos and articles from previous days

Day 5

Introduce [Time Management Plan](#) final assessment

Day 6

Finish Time Management Plan