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A Blueprint for Success

BUILDING AN EXECUTIVE FUNCTIONS FOUNDATION FOR MIDDLE SCHOOL STUDENTS



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Time Management

BUILDING THE WILLIS TOWER WAS A HUGE PROJECT. DID YOU KNOW THAT IT WAS BUILT IN JUST THREE YEARS? THAT MUST HAVE TAKEN SOME SERIOUS TIME MANAGEMENT.

YOU WILL HAVE ASSIGNMENTS AND PROJECTS OF YOUR OWN IN MIDDLE SCHOOL.

It's up to you to make sure everything gets done on time.



TIME MANAGEMENT

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Worksheets

How Well Do I Manage My Time?

Name: Date:

	NONE OF THE TIME 0	SOME OF THE TIME 1	MOST OF THE TIME 2	ALL OF THE TIME 3
I have dates from my school and personal schedules in my planner.				
I write all my assignments in my planner every school day.				
I record my after-school activities in my planner every day.				
I prioritize my assignments each night.				
I know how to break a long-term assignment into manageable parts and add them to my planner.				
I allow enough time to complete my assignments.				
I work on long-term projects a little bit at a time.				
I hand my assignments in on time.				

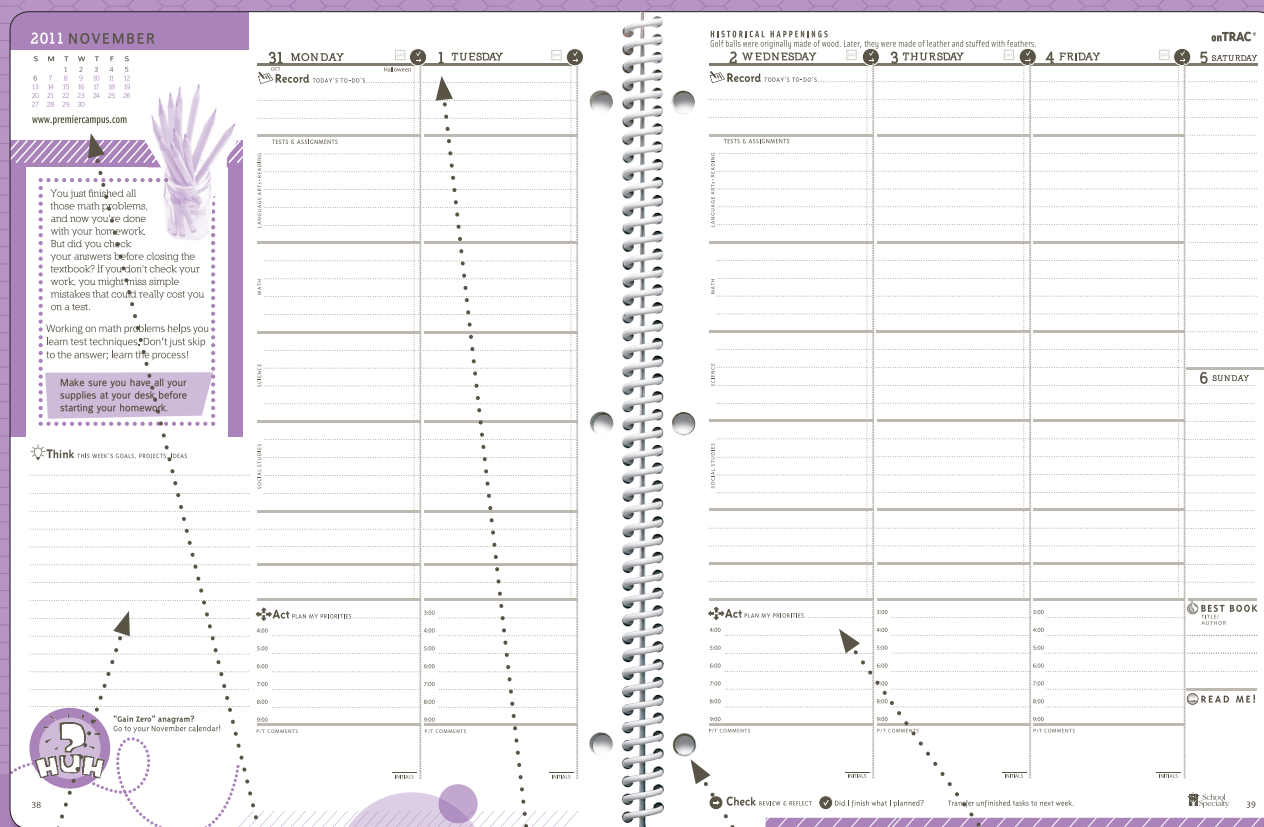
Reflection Questions:

- How do I manage my time?
- What system do I use to remain aware of all my assignments in order to complete them on time?
- What strategies will help me to better manage my time?

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THE PLANNER: A BLUEPRINT FOR YOUR TIME

CHARACTERISTICS OF A GOOD PLANNER



AREA FOR GOALS

WEEKLY, MONTHLY, AND YEARLY CALENDARS

PRE-DATED

3 HOLES FOR STORING IN BINDER

SPACE FOR RECORDING NON-SCHOOL RELATED EVENTS

TIME MANAGEMENT

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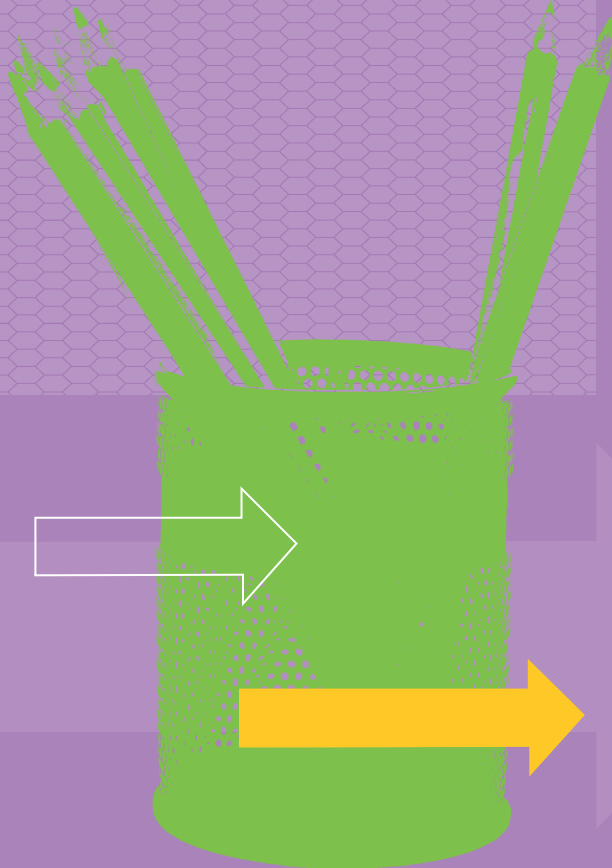
The most important tool for managing your time is your daily planner.

NOT ONLY WILL IT HELP WITH HOMEWORK, BUT ALSO PLANNING OUT YOUR STUDY TIME, PROJECTS, AND EXTRA-CURRICULAR ACTIVITIES.

Semester Planning

PUT ALL IMPORTANT DATES INTO YOUR PLANNER BY WRITING ACTIVITIES AND ASSIGNMENTS WEEKLY, MONTHLY, AND BY SEMESTER.

- HOLIDAYS
- BIRTHDAYS
- CLEAN OUT DATES
- FINALS
- TESTS
- SPORTS
- MID-TERMS
- PROJECTS
- OUT OF SCHOOL ACTIVITIES



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Resource

Using a Planner

Record important information about every assignment (e.g., page and problem numbers, materials needed).

Write *NH* or *No Homework* if no assignment is given.

Check off or cross out completed assignments.

2011 NOVEMBER

S M T W T F S
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28 29 30

www.premiercampus.com

31 MONDAY **1 TUESDAY**

Record today's to-do's

TESTS & ASSIGNMENTS

NH

pp. 103-105 odds

pp. 107 #3-14

Finish lab Read pp. 137-149

NH

Create 5 quiz questions (Wed)

Create 5 quiz questions (Wed)

Act Plan My Progress

softball practice

softball practice

Apartment showing

call Grandma

walk dog

Check review & reflect Did I finish what planned? Transfer unfinished tasks to next week.

2 WEDNESDAY **3 THURSDAY** **4 FRIDAY** **5 SATURDAY**

Record today's to-do's

TESTS & ASSIGNMENTS

Study for spelling test

Study for spelling test

Spelling test!

NH

Study for math quiz (Fri.)

pp. 110 Questions #3-21 due Tues.

Read pp. 150-150 Answer questions #1-5

NH

Study for quiz on Thurs.

Social Studies quiz!

NH

Act Plan My Progress

softball practice

Softball Game - bring uniform

Drama practice bring script

Check review & reflect Did I finish what planned? Transfer unfinished tasks to next week.

If assignments are not completed, rewrite them for the following day or draw an arrow.

Include daily and weekly goals.

Include after-school activities.

Record and highlight due dates of tests, quizzes, and long-term projects.

Worksheet

Brad's Planner

Name: Date:

DIRECTIONS: Below you see Josh's Planner on the left and Brad's Planner on the right. Josh and Brad have the same schedule and homework assignments and play on the same soccer team. Therefore their planners should look identical. Josh has done a nice job of writing in his planner. Brad has some things to learn. Can you find *all* of the things wrong with Brad's planner?

Josh's Planner

Record TODAY'S TO-DO'S

TESTS & ASSIGNMENTS

LANGUAGE ARTS-READING
Read Tom Sawyer Chapter 12

LANGUAGE ARTS-READING
Proofread Essay Due 5/11

MATH
pg. 251 # 1-30

SCIENCE
NH

SOCIAL STUDIES
Finish 5 note cards

SOCIAL STUDIES
Music - work on report with Jill due 4/16

Act PLAN MY PRIORITIES

4:00 Soccer 4-5

5:00

6:00

7:00

8:00

9:00

P/T COMMENTS

INITIALS

Brad's Planner

Record TODAY'S TO-DO'S

TESTS & ASSIGNMENTS

LANGUAGE ARTS-READING
Read

MATH
pg. 251

SCIENCE

SOCIAL STUDIES
Work on report

meat w/ Jill

Act PLAN MY PRIORITIES

4:00

5:00

6:00

7:00

8:00

9:00

P/T COMMENTS

INITIALS

List all of Brad's mistakes.

.....

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TIME MANAGEMENT

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Worksheet

Planner Checklist

Name: Date:

DIRECTIONS:

- Step 1. Write your name on the line above.
- Step 2. Write the date of the planner check on the line above.
- Step 3. Read each statement. If the planner meets the requirement completely, check "Yes." If the planner meets the requirement only partially or not at all, check "No."
- Step 4. Add up the number of boxes checked "Yes." Write that number under the word *Total* at the bottom of the "Yes" column.

CHECK TO SEE IF:	YES	NO
1. All subject names are listed for today and previous days of this week.	<input type="radio"/>	<input type="radio"/>
2. Each subject has an assignment listed or is marked as <i>NH</i> or <i>No Homework</i> .	<input type="radio"/>	<input type="radio"/>
3. Completed assignments are crossed out or have a ✓ next to them.	<input type="radio"/>	<input type="radio"/>
4. After-school activities are noted.	<input type="radio"/>	<input type="radio"/>
5. Tests, quizzes, and long-term project due dates are recorded.	<input type="radio"/>	<input type="radio"/>
6. Homework on previous days has been prioritized by noting which assignments should be completed first, second, etc.	<input type="radio"/>	<input type="radio"/>
7. Homework that requires a book be taken home is noted.	<input type="radio"/>	<input type="radio"/>
8. Each homework assignment is detailed, including page and problem numbers when needed.	<input type="radio"/>	<input type="radio"/>
	Total:	
	/8	

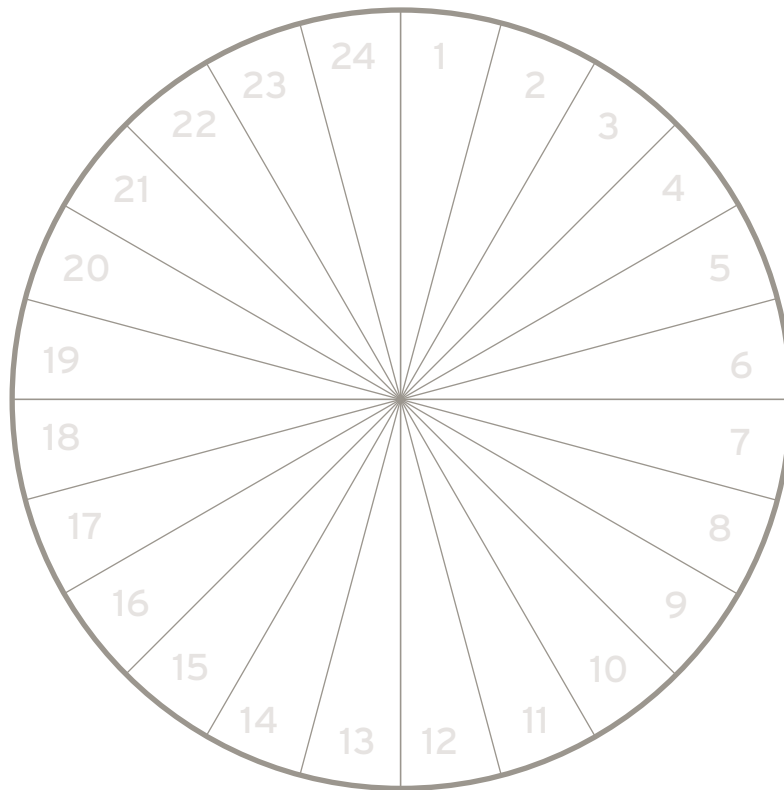
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Worksheet

How Do I Spend My Time?

Name: Date:

DIRECTIONS: Of the 24 hours in the day, estimate how much time you spend in the following areas. Create a pie chart to do this. Use colored pencils to represent each activity. Each segment of the pie chart represents one hour of time.



TYPE OF ACTIVITY	COLOR
Homework	
Video Games	
Internet	
Phone/IM	
TV	
Sleep	
Personal Hygiene	
Sports/Fitness	

TYPE OF ACTIVITY	COLOR
School	
Meals/Snacks	
Community Activities	
Family	
Social/Friends	
Other	

TIME MANAGEMENT

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Worksheet

Planning My Time

Name: Date:

DIRECTIONS:

- Step 1: Begin on Monday and schedule everything that you have to do after school (family responsibilities, sports, after-school programs).
- Step 2: Schedule homework time. Think about the best time for you to do your homework. Consider when you are most alert and how much time you will need. Block out the appropriate amount of time. You may have to schedule more than one homework session.
- Step 3: Shade in the time you have left for leisure activities, such as communicating with friends, listening to music, and watching television.
- Step 4: Plan your schedule for the rest of the week following steps 1, 2, and 3.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 P.M.					
3 P.M.					
4 P.M.					
5 P.M.					
6 P.M.					
7 P.M.					
8 P.M.					
9 P.M.					
10 P.M.					
11 P.M.					

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Worksheet

Tom's Homework

Directions: Help Tom prioritize his homework for tonight. Read all the information provided to create the most effective plan. Any assignments due the next day should be labeled **A** assignments. Any work that has a later due date should be labeled a **B** assignment. Then, number all of the **A** assignments in order of difficulty and priority. Finally, number the **B** assignments (starting with 1) using the same criteria. Use your best judgment.

Tom is a student at Hillside High School. His courses include Social Studies, English, Math, Biology, Spanish, Health, and Art. Tom is a hardworking student, but he needs some help deciding how to organize his homework time. Tom's favorite subject is Social Studies and his least favorite is Biology. Math has always been difficult for him and currently he is having trouble understanding the material. He loves to read, but often gets sleepy while reading. Tom has written the following Homework in his planner for November 19.

- Health–NH
- English–Write a five-paragraph essay (due 11/22)
- Biology–Study for test on Chapter 15 (11/21)
- Art–Collect magazine pictures for collage (due 11/20)
- Social Studies–Read Chapters 1-3 (due 11/22)
- Math–Do page 87, 1-12, and page 88, even only (due 11/20)
- Spanish–Complete page 62 (due 11/20)

ORDER	ASSIGNMENT
1	
2	
3	
4	
5	
6	
7	

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HOMework: TIME AND PLACE

Prioritize

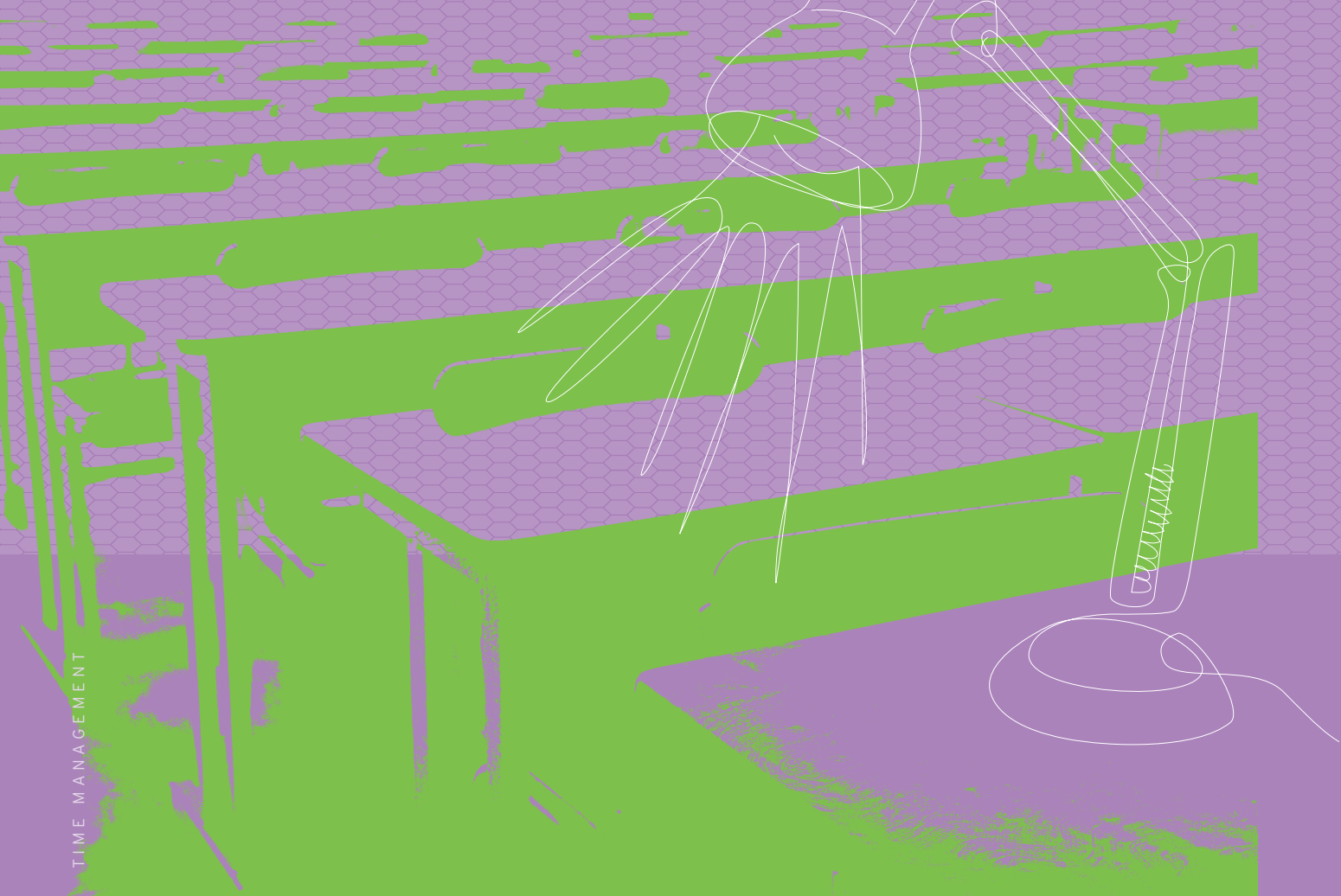
Finish the hardest assignments first, and then work on your easier assignments. Make sure you get everything done that's due the next day.

Take Breaks

When you start feeling tired, take a short break. Do something active like jumping jacks or get a glass of water before you go back to work.

Find a Place

Find a quiet spot so that you can focus on your schoolwork.



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Worksheet

Project: Recycle

Name: Date:

DIRECTIONS: For this project you need to interview one family member and three neighbors about their recycling habits. You need to ask them questions about what they do with paper, cans, glass, and other items. You need to make a list of questions ahead of time that you will ask them during the interview. Once you have finished the four interviews, write three paragraphs explaining their recycling habits. Chart their responses in a bar graph, showing their method for recycling, such as separating all items, throwing all items in the garbage, just recycling certain items. Then, you will create a poster showing how you can encourage more people in your community to recycle. Finally, prepare a 10 minute presentation explaining what you learned.

Due Date:

TASK ANALYSIS

PROJECT:

STEP	ACTION	WORK DATE	✓
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

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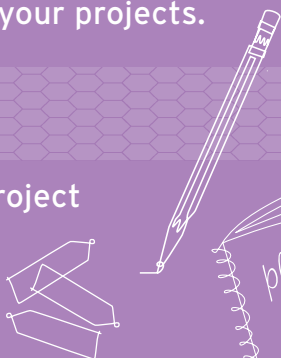
TASK ANALYSIS

STUDENTS OFTEN STRUGGLE WITH COMPLETING LARGE PROJECTS IN A TIMELY MANNER.

Leaving an assignment to the last minute and then rushing to get it done often produces stress and a lower quality project. Use this Task Analysis system to help you plan out your projects.

YOU WILL NEED:

1. The requirements of the project
2. A pack of SeeNotes®
3. Your Planner



Break it down!

Let's say your science teacher assigns a project on recycling that involves interviews, writing a summary paragraph, making a bar graph, and giving a presentation.

START BY BREAKING DOWN THE PROJECT INTO STEPS THAT YOU CAN COMPLETE IN ABOUT ONE HOUR.

1. Write questions
2. Interview two people
3. Interview two people
4. Write a paragraph
5. Make a bar graph
6. Create a poster
7. Prepare presentation
8. Present!

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NOW TRANSFER EACH STEP TO A SEENOTE®.

Write questions

Interview two people

Bar graph

Prepare presentation

Interview two people

Write paragraph

Poster

Present



USING FLAGS IN YOUR PLANNER WILL HELP THE PROJECT STEPS STAND OUT FROM YOUR REGULAR HOMEWORK. IF YOU DON'T HAVE TIME TO FINISH A STEP, JUST MOVE THE FLAG TO ANOTHER DAY.

2011 NOVEMBER

31 MONDAY | **1 TUESDAY**

Record TODAY'S TO-DO'S

TESTS & ASSIGNMENTS

NH | Study for spelling test

pp. 103-105 odds | pp. 107 #3-14

Finish lab | NH

Read pp. 137-149

Create 5 quiz questions (Wed) | Create 5 quiz questions (Wed)

Write questions

Interview two people

softball practice | softball practice

Apartment showing | call Grandma

walk dog

Check REVIEW & REFLECT | **Did I finish what I planned?** | Transfer unfinished tasks to next week.

2 WEDNESDAY | **3 THURSDAY** | **4 FRIDAY** | **5 SATURDAY**

Record TODAY'S TO-DO'S

Write paragraph

Study for spelling test | Study for spelling test | Spelling test!

NH | Study for math quiz (Fri.) | pp. 110 Questions #3-21 due Tues.

Read pp. 150-150 Answer questions #1-5 | Bring in leaf | NH

Study for quiz on Thurs. | Social Studies quiz! | NH

Interview two people

Bar graph

softball practice | Softball Game - bring uniform

Drama practice bring script

Check REVIEW & REFLECT | **Did I finish what I planned?** | Transfer unfinished tasks to next week.

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Worksheet

Task Analysis Template

Name: Date:

Due Date:

PROJECT:

STEP	ACTION	WORK DATE	✓
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

Resource

Time Management

HOW DO I PRIORITIZE?

Rank all assignments based on:

- Due date
- Difficulty
- Time needed

Why should I keep a yearly/monthly calendar?

It is important to be aware of the school calendar at the beginning of the year to help you see the “big picture.” Writing down vacations, holidays, half-days and special events, and then adding personal dates (birthdays of family and friends) and after-school activities is very helpful when long-term planning. Recording these in the monthly calendar will give you a quick overview of what each month looks like.

Why should I write down nightly homework assignments?

Relying on your memory to recall nightly homework assignments is not a reliable method. Learning and using a daily system of recording all assignments in every subject will help you complete and turn in assignments on time. Writing *NH* or *No Homework* next to a subject when no homework has been assigned will prevent you from thinking you may have forgotten an assignment.

How does recording after-school activities impact my homework completion?

Some days can be very busy. For instance, you may have soccer practice and a piano lesson after school and must baby-sit for your niece in the evening. You also have homework in math, an essay to write, and a science project to finish. Looking at your overall schedule a few days in advance will help you feel prepared for such hectic days. Working on the essay and project in advance and using study hall to complete the math assignment will enable you to participate in all activities and get your homework done on time.

How does using task analysis help with long-term projects?

When your teacher assigns a long-term project, you may be confused on where to begin and wonder how you will ever get it all done. Or you might wait to get started, thinking you have more time than you actually do. Breaking down the assignment into individual tasks and using a calendar to develop a plan for completion should be your first step. Completing small chunks of the assignment nightly will insure the project will be completed on time.

Big Assignments Need To Be Broken into Small Pieces

- How much total time do you have?
- Break assignment into chunks that can be completed in one night.
- Use a monthly calendar to plan backwards from the due date.
Hint: Include a day or two extra for editing and review.
- Transfer schedule from monthly to weekly calendar.
- Adjust your schedule as needed.



Thank you for downloading this portion of School Specialty Planning & Student Development's Executive Functions Skill-Building Program.

We encourage you to further explore information about this program by visiting www.premier.us/Executive-Functions.

To contact a sales consultant with additional questions or to receive a quote for purchasing this program for your school, call 1-800-221-1165.

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