



Provide Opportunities for Success

ACTIVATION ROUTINES

In order to succeed at a task, students must organize, prioritize, and activate. Helping students develop awareness of time will help them manage their time better and more effectively work through any task.

TIME AWARENESS AND MANAGEMENT



Because students often have trouble estimating how much time a task will take to complete, they can have difficulty planning their time effectively. Time estimation activities help students gain this important skill.

As an example, have students estimate how long they think it will take to complete a task, such as singing *Happy Birthday* or doing 5 math problems. After they record their time estimate, have them time themselves as they complete that task, then compare their estimate to the real time.

These ideas can be turned into a game of bingo. As they gain skill, academic tasks may be added. For a sample board, see the following page.

A NOTE ON MANAGING LONGER TASKS:

Larger tasks, such as a project or research paper, can require more planning and prioritizing. Help students set up calendars with due dates for each component, from notecards to outlines to pictures for posters, etc. In the beginning, setting these deadlines for them can be helpful, but work towards having them plan independently when each step should be completed so that they can meet their final deadline.

HOW DOES THIS PROVIDE OPPORTUNITIES FOR SUCCESS?

- Time estimation activities help students activate their learning by improving time awareness. Accurate time estimation helps students plan effectively so they are better able to begin a task, manage their time, and complete assignments when they are due.



SAMPLE BINGO BOARD¹:

Tasks can be added as students gain skills and need to determine timing for more complicated processes.

<p>Do 10 Push-Ups</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>	<p>Sing Happy Birthday</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>	<p>Find Tomorrow's Weather</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>
<p>Send an e-mail to Your Teacher</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>	<p>Make a Paper Airplane</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>	<p>Count to 50</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>
<p>Read a Paragraph from a Book of Your Choice</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>	<p>Describe Your Favorite Holiday to a Classmate</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>	<p>Link and then Unlink 2 Paperclips 5 Times</p> <p>Estimate: _____</p> <p>Actual: _____</p> <p>I was: WAY OFF PRETTY CLOSE JUST RIGHT</p>

¹ Adapted from a board by T. Harrison, Landmark High School Study Skills Department