



Scheduling Homework and Daily Tasks

Description:

Prioritization is not the only thing students should do with their tasks. There's a vital next step. Now that students know what they need to do and how important each task is, the question remaining is . . . WHEN will they actually do the work?

Whenever homework is assigned, students should schedule when they will complete it, then . . .

Commit to it!

Note: this is easiest to do if students set up a regular "homework period" each night.

Objectives:

Students will:

- learn how to schedule tasks in their agendas
- be motivated to set up and maintain a regular "homework period"

Procedure:

1. Hand out activity sheet on facing page.
2. Ask students to schedule the listed tasks into the generic weekly overview.
3. Discuss how students scheduled the tasks. Note: there aren't necessarily right or wrong answers—only more and less effective solutions.
4. Encourage students to schedule their work right after school every day.



This is your work for today:

- study for major Social Studies test on Friday (1/2 hr.)
- do Math pg. 45 #s 1-8 by tomorrow (15 min.)
- read T.S. Eliot poem (pg. 23) tonight (15 min.)
- talk to Mom about field trip money
- call Teri and talk to her (about 1/2 an hour)

—————→
Practice here

This is today. When will you do the work?

Fill in the times, and prioritize.

JANUARY

WEDNESDAY

6

DAY

• Socials: study for Friday's test

• Math pg. 45 #1-8 (due tomorrow)

• Eng.: rd. Eliot (p.23) for tomorrow

• Talk to Mom re: field trip \$!

• Call Teri



Schedule when you'll do today's tasks.

We must ask where we are and whether we are tending. - Abraham Lincoln