



March 2017

March is focus on Time Management Life Skills. Here is the development of this life skills.

Ages 4-7

Wake in the morning using alarm clock
Follow a daily schedule
Perform with urgency when timer is set
Learn days of week/months of year

Ages 13-15

Manage homework
Be consistently on time for school
Be accountable to parents for activities
Go to bed at appropriate time
Use calendar to track important dates

Ages 8-12

Read an analog clock
Rearrange tasks to stay on time
Concern for turn in assign timely
Keep a planner of assignments
Work through checklist of daily tasks

Ages 16-18

Use planner to track multi obligations
Manage extracurricular activities
Identify activities that are time wasters
Be consistently on time all activities

Here are some tips for your classes

Pre-2

Have analog and digital clocks in your classrooms and teach correlation between them.
Cut a circle into time chunks. (ie : quarter of pie +15 minutes) show your class this is how much time we have to do this activity.

3-5

Introduce to do lists for the day and have the kids check off and see their work for the day is done.

Use the get ready Do Done system

At the half way point in a lesson or act. Do a time check and explain half time is gone you should be about half done etc...

Middle School/ High School

Teach sticky note back dating for larger assignments. Make a sticky note for each step or check point and then have them put them on dates they should have that done.

Have them start to estimate how long their work should take them and then also stop part way thru and do a time check. It is half way thru –you should be at this point if not adjust.