

TIME MANAGEMENT

Create an awareness of time to help students work productively and stay on task.

- Use time management tools (e.g., assignment sheet, calendars, and student planners)
- Teach students how to use selected management tools
- Make assignments in advance
- Use both visual and verbal formats when making assignments
- Break lengthy assignments into smaller time frames
- Monitor progress of assignments periodically by talking to students to see what has been accomplished
- Use a timer as a visual or auditory reminder to keep students on task (e.g., kitchen timer, Time Timer, overhead timer)
- Designate an area of the room to post all assignments
- Share the time frame of projects and assignments with parents and students
- Have students use a checklist, calendar, or other tool to record information and to self-monitor
- Model how to cross off items on a *Things to Do* list
- Have students practice the cross off procedure
- Place a daily schedule in the classroom for all to see
- Allow time for students to reorganize and prepare for the next activity
- Use signals for transition (e.g., Time Timers, music)
- Develop and use individual contracts to improve student use of time
- Establish a school-wide approach to time management
- Use positive reinforcement to recognize completion of assignments or other improved efforts to meet assignment due dates
- Offer suggestions to parents on how to support and assist in time management