



Unit 3 - Time Management and Organization Task Overview



Summary:

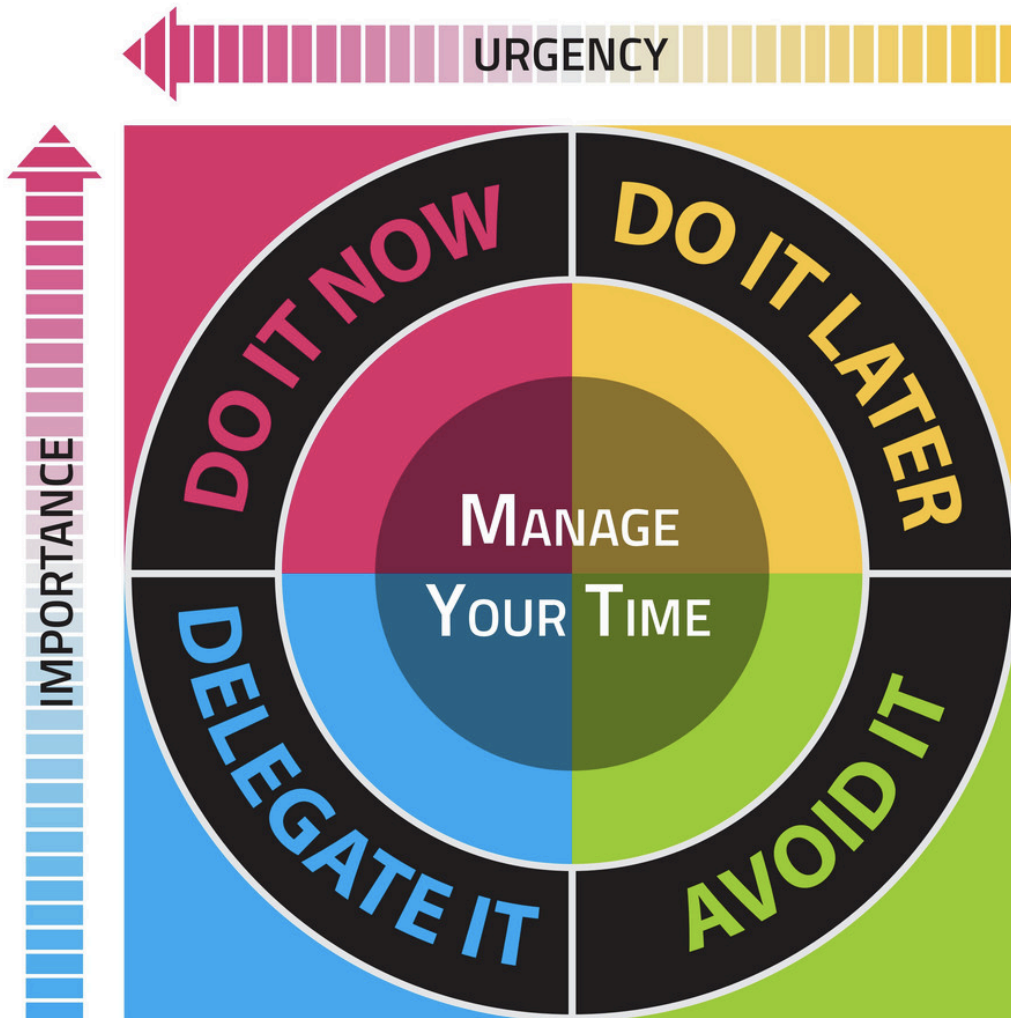
Time management is the process of organizing and planning how to divide your time between different activities. Get it right, and you'll end up working smarter, not harder, to get more done in less time – even when time is tight and pressures are high. The highest achievers manage their time exceptionally well.

Required Tasks:

1. Engage in the unit, Unit 3: Time Management and Organization resources *here*.
2. Engage in the class discussions; included in daily points.
3. For the duration of the the unit, every Monday you are required to develop two strategies to enhance your time management per week (5 total).
4. Tuesdays and Wednesdays are dedicated for homework, independent and group studying, and reading.
5. Thursdays are dedicated to check grades, complete the a self-reflection, and class activity.
6. Complete a weekly Self Reflection; each reflection is 30 points each
 - I. Self-reflections must be three-five sentences in length.
 - II. Self-reflections must include an issue or problem and a solution to the issue or problem.
 - III. Possible questions to address in self reflection:
 - What are you good at?
 - What makes you feel calm?
 - What was a good choice you made this week?
 - What is something that you can do this week that will help you to reach your goal?
 - What is something that is going on in your life that you can celebrate?
 - What was the worst part of this past year or week?
 - What can you do to avoid the worst part next year or week?
 - How can you step outside your comfort zone to grow moving forward?

7. Class activity to complete:

- I. Complete packet work, if required; see in-class.
- II. Create a list of 10 time management strategies
- III. Student choice for the method of presenting their 10 time management strategies.
- IV. Student must present their 10 time management strategies.



Unit Task Rubric

Organize Planner				Earned Points	
Organize Week #1	50	Either the week(s) is/are organized in a planner, Google Calendar, or iCloud Calendar.			
Organize Week #2	50				
Organize Week #3	50				
Organize Week #4	50				
Organize Week #5	50				
Possible Points	250	Total Points Earned			
Self Reflection					
		Developing = 4	Proficient = 8	Advanced = 12	
Self Reflection #1	12	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Self Reflection #2	12	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Self Reflection #3	12	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Self Reflection #4	12	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	

Self Reflection #5	12	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Possible Points	60	Total Points Earned			

Weekly Time Management Strategies *NOTE: each strategy is worth 15 points.

		Developing = 10	Proficient = 20	Advanced = 30	
Week 1 Time Management Strategies (x2)	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Week 2 Time Management Strategies (x2)	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Week 3 Time Management Strategies (x2)	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Week 4 Time Management Strategies (x2)	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Week 5 Time Management Strategies (x2)	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Possible Points	150	Total Points Earned			

Class Activity

		Developing = 10	Proficient = 20	Advanced = 30	
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10 Time Management Strategies	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Packet Activity	30	Attempts to address the requirements.	Provides an example and explanation for some of the requirements.	Provides evidence and explanation for all the requirements.	
Possible Points	60	Total Points Earned			
Total Possible Points	520				
Comments:					