

# 07-Improve Time Management and Organization Strategies to Complete Class and Work Assignments

Content Area: **Special Education**  
Course(s):  
Time Period: **Full Year**  
Length: **3-4 days per week/ 4 weeks**  
Status: **Published**

## **General Overview, Course Description or Course Philosophy**

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This course is designed to support high school students with various skills in order to be successful in daily life.

## **OBJECTIVES, ESSENTIAL QUESTIONS, ENDURING UNDERSTANDINGS**

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- Identification, prioritizing, and planning class and work assignments are critical organizational strategies.

## **CONTENT AREA STANDARDS**

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MA.K-12.1                                      Make sense of problems and persevere in solving them.

## **RELATED STANDARDS (Technology, 21st Century Life & Careers, ELA Companion Standards are Required)**

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HE.K-12.P.7                                      Making decisions

HE.K-12.P.9                                      Setting goals

## **STUDENT LEARNING TARGETS**

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Refer to the 'Declarative Knowledge' and 'Procedural Knowledge' sections.

## **Declarative Knowledge**

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Students will understand

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- Identify purposes of planning class and work assignments
- Identify components of a plan to complete class and work assignments
- State steps to complete a task.
- Identify, prioritize, and schedule job responsibilities

## **Procedural Knowledge**

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Students will be able to:

- Use strategies to pace work so that assignment is completed according to a schedule.
- Identify alternative approaches when faced with difficulty in completing a task.
- Use strategies to monitor own work so that assignment is completed according to expectations or required standards.
- Follow a systematic procedure to complete specific tasks with increasing independence.
- Identify mistakes on task assignments with and without assistance.

## **EVIDENCE OF LEARNING**

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Refer to the 'Formative Assessments' and 'Summative Assessments' sections.

## **Formative Assessments**

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Student will:

Have agenda checked every class or demonstrate another way that they are keeping track of assignments such as using an app on their phone.

Have a notebook/backpack check for organization

Bring proper books and materials to class

Create timelines for longer term assignments

## **Summative Assessments**

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Notebook/backpack/agenda check

## **RESOURCES (Instructional, Supplemental, Intervention Materials)**

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<https://www.mindtools.com/a0yzeeu/communication-skills-start-here>

## **INTERDISCIPLINARY CONNECTIONS**

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Use technology to enhance productivity.

## **ACCOMMODATIONS & MODIFICATIONS FOR SUBGROUPS**

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See link to Accommodations & Modifications document in course folder.