# **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**

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**

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

#### **CONTENT AREA STANDARDS**

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)**

HE.K-12.P.7 Making decisions

HE.K-12.P.9 Setting goals

#### STUDENT LEARNING TARGETS

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

# **Declarative Knowledge**

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**

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**

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

#### **Formative Assessments**

Student will:

Have agenda checked every class or dwmonstrate 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

Commenting Assessments
Summative Assessments  Note here by the plants and the plants and the plants are plants.
Notebook/backpack/agenda check
RESOURCES (Instructional, Supplemental, Intervention Materials)
https://www.mindtools.com/a0yzeeu/communication-skills-start-here
INTERDISCIPLINARY CONNECTIONS
Use technology to enhance productivity.
ACCOMMODATIONS & MODIFICATIONS FOR SUBGROUPS
See link to Accommodations & Modifications document in course folder.