

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Teacher: \_\_\_\_\_

**LESSON GOAL** Develop strategies and practice effective time management skills and attitudes.

**ESSENTIAL QUESTION** How can I use time management to be more productive?

### STUDENT EXPECTATIONS

1. Participate in introductory time management activities.
2. Self assess personal time management skills.
3. Analyze study environments.
4. Make recommendations to improve time management.
5. Identify flexible and inflexible tasks.
6. Complete a weekly time management log.
7. Identify time wasters.
8. Summarize time management skills and strategies.

Multiply the points by the weighted score and record in the total column for each rubric. Then tally the total points for the final score.						
Weighted Score	Category	Exceeding 9-10 Points	Meeting 6-8 Points	Approaching 3-5 Points	Emerging 0-2 Points	Total
1	<b>Time Self Assessment</b> Self assess motivation, study organization, study skills, and time management.	Demonstrated self-awareness and self-direction by thoroughly completing the time self assessment.	Completed the time self assessment.	Made some attempt to complete the time self assessment.	Made minimal effort to complete the time self assessment.	
1	<input checked="" type="checkbox"/> <b>ASSIGNMENT 1</b> <b>Study Space Self Assessment</b> Self assess the effectiveness of study environment and study space.	Critically analyzed study space and made productive suggestions for improvement.	Completed the study space self assessment.	Made some effort to complete the study space self assessment.	Made minimal effort to complete the study space self assessment.	
1	<b>Flexible and Inflexible Tasks</b> Identify and analyze flexible and inflexible tasks.	Thoughtfully and thoroughly identified and analyzed tasks.	Contributed to the flexible and inflexible task list.	Made minimal effort to identify flexible and inflexible tasks.	Did not contribute to the flexible and inflexible task list.	
2	<b>Time Management Log</b> Complete and assess <i>Time Management Log</i> for priorities and time wasters.	Thoroughly evaluated personal time use in a week.	Completed most of the time management log.	Made a minimal effort to complete the time management log.	Did not complete the time management log.	
3	<input checked="" type="checkbox"/> <b>ASSIGNMENT 2</b> <b>Things To Do</b> Create a to do list and plan and evaluates effectiveness.	Created a thoughtful and realistic plan and critically evaluated how effective it was, making productive recommendations.	Created a to do list and explained how it was accomplished.	Made some attempt to create a to do list and evaluate it.	Made a minimal effort to create a to do list.	
2	<input checked="" type="checkbox"/> <b>ASSIGNMENT 3</b> <b>Reflection</b> Reflect on ways to improve time management.	Made significant recommendations for ways to make time management more productive.	Made some recommendations for improving time management.	Made a minimal effort to assess how to improve time management.	Did not make recommendations for improving time management.	