

Name: _____ Date: _____


Teacher: _____

LESSON GOAL Use time-management strategies to accomplish goals.

ESSENTIAL QUESTION How can I manage my time to meet my goals?

STUDENT EXPECTATIONS

1. Participate in discussions about time management.
2. Complete a self-assessment of time management.
3. Complete a daily time log.
4. Distinguish between time priorities and desires.
5. View a time management presentation.
6. Begin to use a daily calendar.
7. Write a reflection about time management.

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	Time Management Discussion Participate in a discussion about time management.	Engaged in classroom discussions fully by offering thoughtful responses.	Participated in classroom discussions.	Did not offer comments during discussions but looked engaged and demonstrated active listening.	Did not participate in classroom discussions.	
2	Self-Assessment Complete the Time Management Self-Assessment .	Completed and scored all sections of the worksheet according to directions.	Completed most of the worksheet and scored it according to directions.	Completed some of the worksheet and attempted to score it.	Completed little or none of the worksheet.	
2	Calendar Ranking Complete the Time Management Daily Calendar Ranking .	Filled out calendar completely and neatly with rankings.	Completed calendar with rankings.	Made a moderate effort to complete the calendar and rankings.	Made minimal or no effort to complete the assignment.	
1	Presentation Engage in viewing the Managing Your Time presentation.	Took complete notes and wrote extensive reflections.	Took notes and answered reflections.	Took some notes and partially answered reflection prompts.	Made minimal or no effort to complete the assignment.	
2	Daily Calendar Complete a daily calendar and analyze it.	Completed a detailed daily calendar in which activities were organized and analyzed incorporating time management strategies.	Completed a daily calendar.	Made an effort to complete a daily calendar.	Made little effort to complete a daily calendar.	
2	 ASSIGNMENT Reflection Complete a time management reflection.	Wrote a thoughtful reflection that demonstrated understanding and use of time management strategies.	Completed a reflection on time management.	Attempted to complete a reflection on time management.	Made little effort to complete the reflection on time management.	