



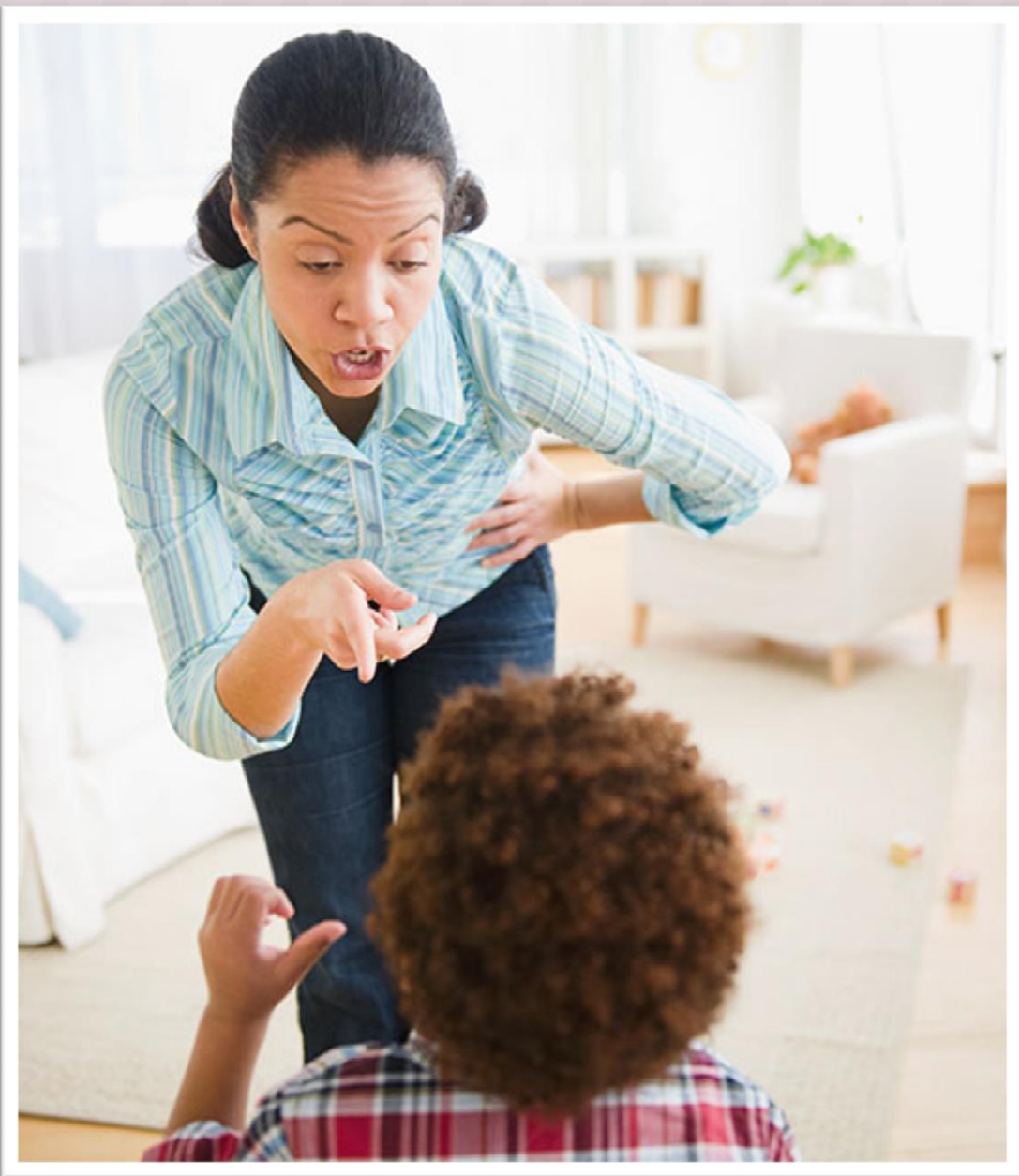
Rock Around The Clock:

ORGANIZATION AND
TIME MANAGEMENT
STRATEGIES FOR
STUDENT SUCCESS

ARE THESE FAMILIAR SCENES?



DO
YOU
GO
HERE?



RATE YOUR CHILD'S BEHAVIOR



RATE YOUR CHILD'S BEHAVIOR

Assign a score of 0-5 to each of the tasks below:

- Writes Down Assignments in a Planner _____
- Asks Questions in Class to Clarify Assignments _____
- Asks Friends for Help _____
- Talks to ~~His/Her~~ Teachers ~~About~~ Assignments _____
- Plans for Homework Daily _____

- Starts Homework Independently _____
- Takes a Break ~~From~~ Working _____
- Gets Back to Work ~~After~~ Taking a Break _____
- Turns in Work (In Class and For Homework) ON TIME _____
- Wears a Watch _____
- Uses an Analog Clock _____
- Organizes Papers in Binder _____
- Plans and Executes Projects _____
- Gets Enough Food, Exercise, and Sleep _____

How Many:

0 _____ 1 _____ 2 _____ 3 _____ 4 _____ 5 _____

5

4

3

2

1

0

SESSION OUTLINE

- ◉ Student Success
 - Behavior Assessment
- ◉ Executive Functions?
 - Brain Skills
- ◉ Tools for Time Management
 - Analog Clock/Watch
 - Digital Timer
 - Monthly Calendar
 - Daily Planner
 - Weekly Planner
 - Dry Erase Board
- ◉ What Takes Up Your Child's Time?
 - * Mapping Time
- ◉ Getting Assignments Done on Time
 - Drawing Assignments
 - Planning Backwards
 - Executing Plan
 - Meeting Deadlines
- ◉ Organization and Paper Management
 - Recycle
 - Parents
 - File
 - Do It Now
 - In/Out Folder

WARNING...The brain is *NOT*
DESIGNED for *MULTITASKING*!!



**Executive
Functions are
brain skills that
help to **GET
THINGS DONE!****



Executive Functions

- *METACOGNITION- PROBLEM SOLVING, THINKING
- *GOAL – DIRECTED PERSISTENCE – FINISHING THINGS
- *FLEXIBILITY –PREDICTABLE OR ‘GO WITH THE FLOW’
- *SUSTAINED ATTENTION – FOCUS
- *RESPONSE INHIBITION – SELF –CONTROL
- *WORKING MEMORY – CONTINUOUS THINKING
- *TIME AWARENESS – AWARE OF TIME PASSING
- *PLANNING AND PRIORITIZATION – FUTURE THINKING
- *LANGUAGE ORGANIZATION – MENTAL/SPOKEN LANGUAGE
- *TIME MANAGEMENT – USE OF TIME
- *ORGANIZATION
- *TASK INITIATION- GETTING STARTED
- *CONTROLLING EMOTIONS

Frontal Lobe (action)

- Premotor Sequential thinking**: Takes ideas, actions and words, and puts them into **linear sequence** → **Right Hand**
- Imagination, Creativity, "Yes"**: Creates new patterns of ideas and language (Writer, Philosopher ...)
- Inhibitions, "No"**: What NOT to SAY (Worrying (talking to yourself about what not to do))

Parietal Lobe (spatial)

- Symbols**: Math symbols $+ / - = x^2$; Match body to "left" "right" words; Reading clocks
- Body Senses on right side**: Fingers
- Grammar**: Spatial arrangement of language
- Vision of Alphabet**: Recognizing letters and groups (ch th ing); Perceive Letter shapes (d b p q); Lines, Angles (o l - /)

Occipital Lobe (vision)

- Matching vision of letters with sounds of words**

Temporal Lobe (memory)

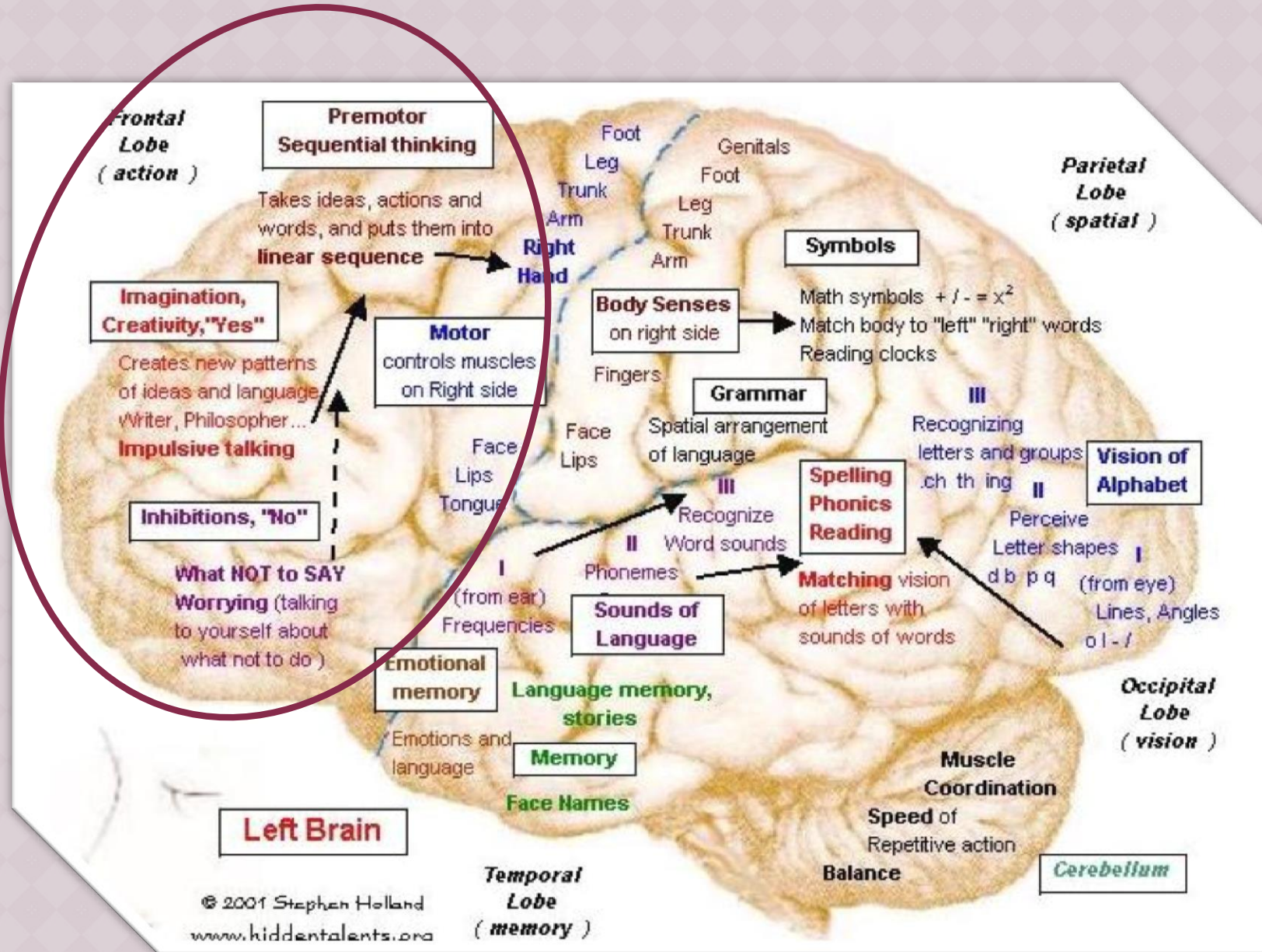
- Sounds of Language**: Phonemes; Word sounds; Recognize
- Emotional memory**: Emotions and language
- Language memory, stories**: Memory
- Face Names**

Cerebellum

- Muscle Coordination**
- Speed of Repetitive action**
- Balance**

Left Brain

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www.hiddentalents.org



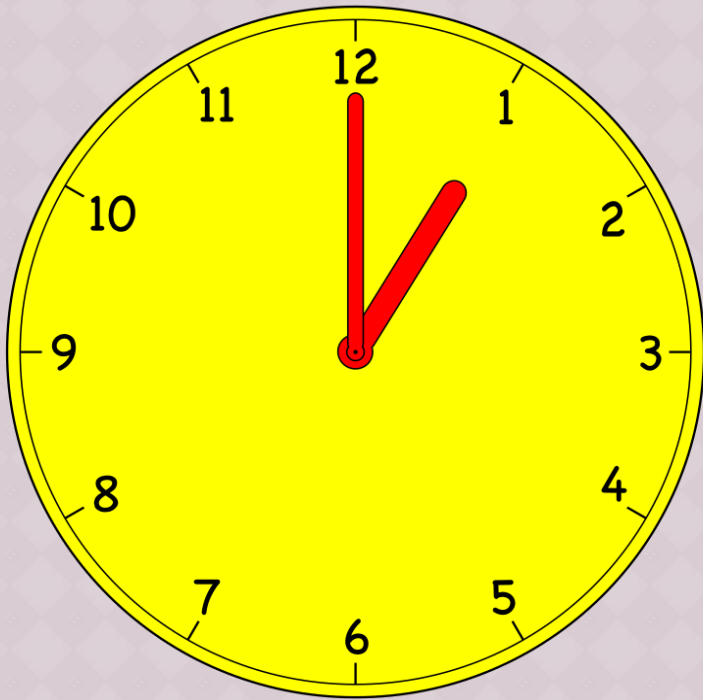
TIME MANAGEMENT



Not having a clear picture
of what you need to do =
PROCRASTINATION!

#004
**WEEKLY
ANIMATION**
WWW.MARIAKELLERAC.COM

ANALOG CLOCK/WATCH



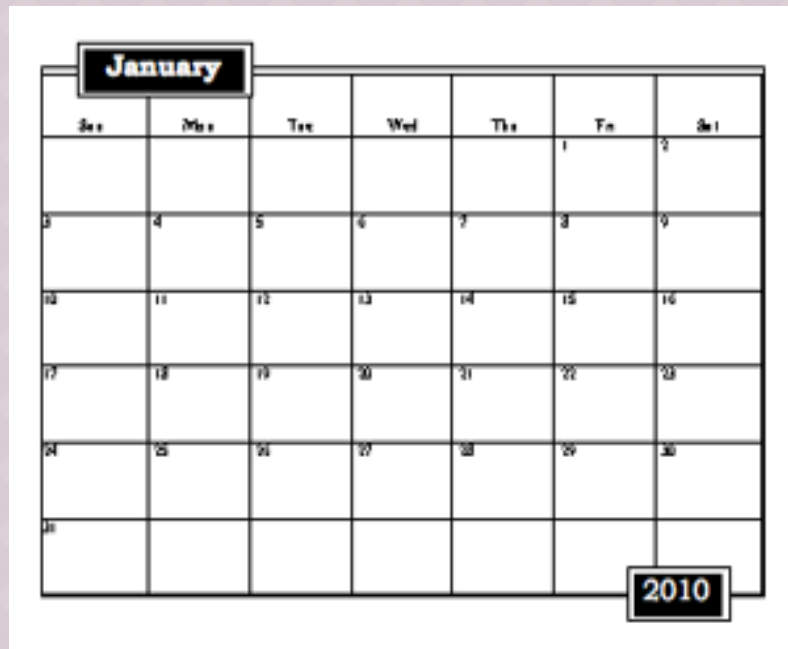
- ⦿ Allows time that has passed as well as future time to be seen.

DIGITAL TIMER



- Don't use to speed up task completion, it builds anxiety in the brain.
- Use as motivation.
- Use so you won't be late. Set 15 minutes earlier than the time you need to leave so you're not late.

MONTHLY CALENDAR



January						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

2010

- Shows the future
- Puts multiple months in view
- Post project deadlines and exams
- Mark off each day to see when due dates are coming.
- Develops future thinking.

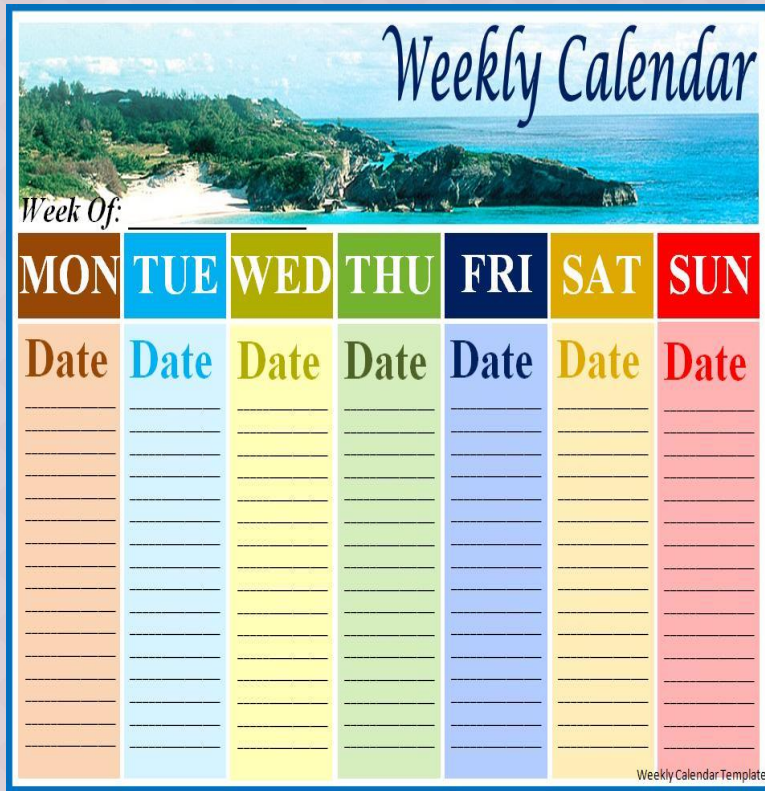
DAILY PLAN

Day of the week: _____ Date: _____

Daily Schedules	To-Do List
5am	
6am	
7am	
8am	
9am	
10am	

- ◉ Keep in sight to see what needs to be done and schedule time.
- ◉ Should include some time for self.
- ◉ Should begin once the student leaves school.

WEEKLY PLAN

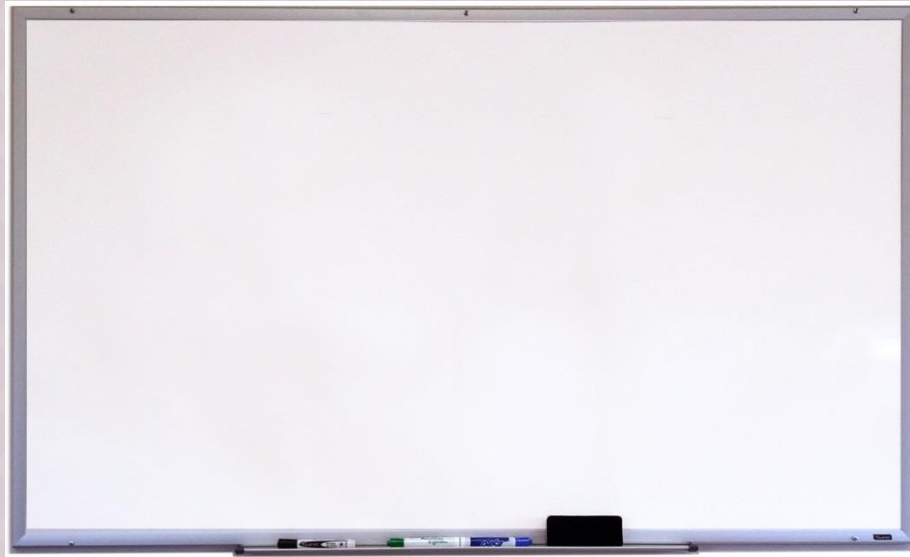


A weekly calendar template with a blue border. At the top, there is a photograph of a tropical beach with a blue sky, green hills, and a rocky coastline. The text "Weekly Calendar" is written in a blue cursive font over the photo. Below the photo, the text "Week Of:" is followed by a blank line. The calendar is organized into seven vertical columns, one for each day of the week. Each column has a colored header: MON (brown), TUE (blue), WED (yellow), THU (green), FRI (dark blue), SAT (orange), and SUN (red). Below each header is the word "Date" in a color matching the header. Each "Date" cell is followed by ten horizontal lines for writing. At the bottom right corner, the text "Weekly Calendar Template" is written in a small font.

MON	TUE	WED	THU	FRI	SAT	SUN
Date	Date	Date	Date	Date	Date	Date

- Keep it near the day daily planner to help with planning.
- Add additional events that may come up during the week that don't normally occur.

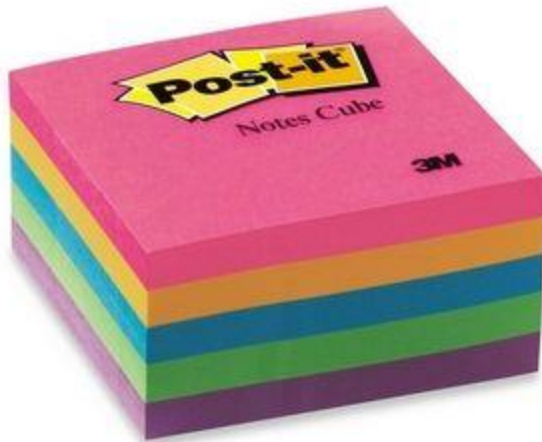
DRY ERASE BOARD



- Gives an overall picture of family tasks/plan.



PLANNING BACKWARDS AND ASSIGNING TIME ACTIVITY



<i>January</i>						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Planning Backward

- Rectangular Snip

APRIL 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

HANDLING PAPERS AT HOME

****EVERY PIECE OF PAPER NEEDS A HOME****

1.



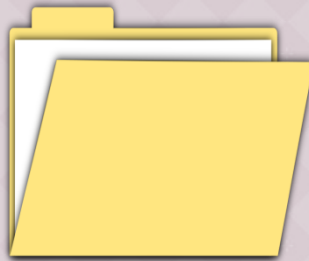
Recycle
ungraded
papers

2.



Papers
parents
need to see.

3.



- Papers needed later
- Graded Papers
- Project copies
- In binder by subject

4.



DO IT NOW!
HOMEWORK

5.



Take things
back to
school in
folder or
backpack.

IDEAL STUDY SPACE AT HOME...



- Clean
- Organized
- Supplies Available
- Calendar Visible
- Planner Open
- Alternate Seating
- Analog Clock Visible
- Adequate Lighting