

Lesson 2

Planning and Prioritizing

Teacher Resources

Resource	Description
Teacher Resource 2.1	Worksheet: Weekly Planner (separate Word file)
Teacher Resource 2.2	Assessment Criteria: My Life So Far Visual
Teacher Resource 2.3	Assessment Criteria: My Classmate's Life So Far
Teacher Resource 2.4	Key Vocabulary: Planning and Prioritizing
Teacher Resource 2.5	Bibliography: Planning and Prioritizing

Teacher Resource 2.2

Assessment Criteria: My Life So Far Visual

Student Name: _____

Date: _____

Using the following criteria, assess whether the student met each one.

	Met	Partially Met	Didn't Meet
The visual representation depicts key life experiences and events.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The visual representation illustrates important information from the student's notes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The visual representation is presented in the form of a timeline or other symbolic depiction.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The visual representation is neat, legible, and presentable.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Teacher Resource 2.3

Assessment Criteria: My Classmate's Life So Far

Student Name: _____

Date: _____

Using the following criteria, assess whether the student met each one.

	Met	Partially Met	Didn't Meet
The interview write-up is at least five sentences long.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The interview write-up accurately reflects the interviewee's visual representation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The interview write-up demonstrates the interviewer's ability to listen carefully by presenting ideas or details not found in the interviewee's visual representation or homework responses.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The interview write-up is neat and uses proper spelling and grammar.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Teacher Resource 2.4

Key Vocabulary: Planning and Prioritizing

These are terms to be introduced or reinforced in this lesson.

Term	Definition
pitfall	A hidden or not easily recognized danger or difficulty.
planner	A daily, weekly, or monthly calendar that aids in planning and prioritizing, typically in the form of a booklet, with space at each date for listing appointments and activities.
prioritize	To arrange or deal with in order of importance.
priority	Something that comes first; an important or urgent activity or task.
time management	Using skills, tools, or techniques (e.g., a weekly planner) to accomplish specific tasks, projects, and goals in a timely fashion.

Teacher Resource 2.5

Bibliography: Planning and Prioritizing

The following sources were used in the preparation of this lesson and may be useful for your reference or as classroom resources. We check and update the URLs annually to ensure that they continue to be useful.

Print

Covey, Sean. *The 7 Habits of Highly Effective Teens*. New York: Fireside, 1998.

Downing, Skip. *On Course: Strategies for Creating Success in College and in Life*, 5th ed. Boston: Houghton Mifflin, 2008.

Online

"Time Management: Make a Weekly Planner." PBS Kids: It's My Life, <http://pbskids.org/itsmylife/school/time/article6.html> (accessed July 12, 2013).

"Time management." Wikipedia, http://en.wikipedia.org/wiki/Time_management (accessed July 12, 2013).