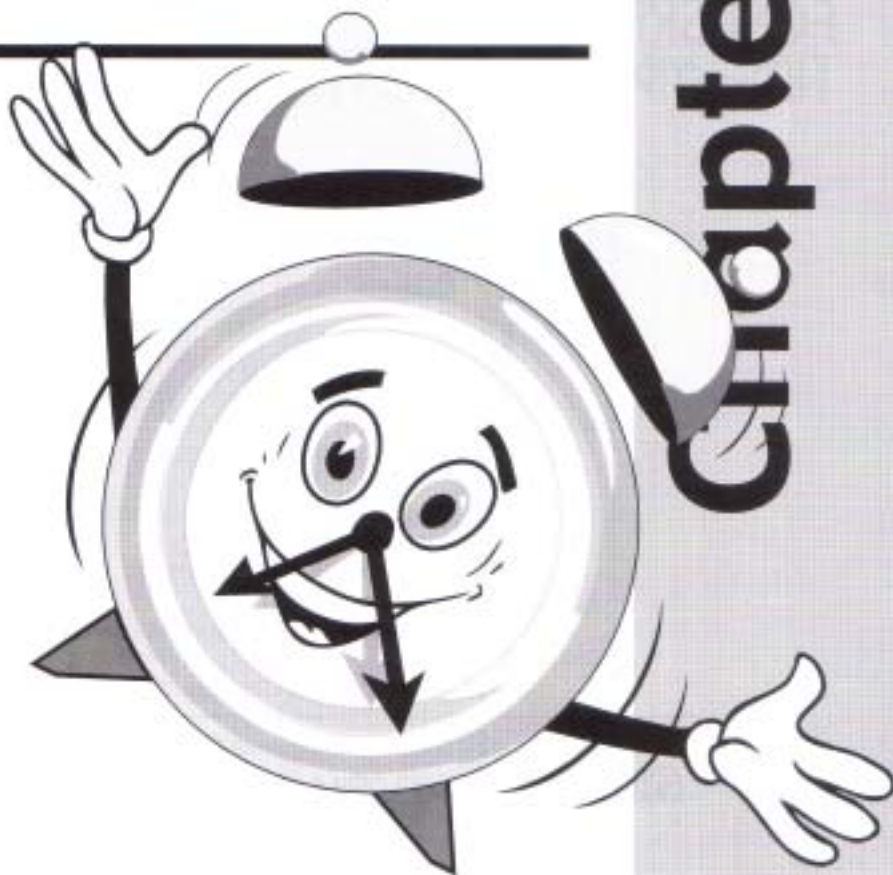


TIME MANAGEMENT AND PUNCTUALITY

Chapter 1

Students are often late to school, late on assignments, and often unaware of the importance of punctuality. In this chapter, students can learn about the link between being on time and school/work success. Additionally, staying organized is an important component of being successful. Within this chapter there are many interactive and easy to implement activities that students will learn from and enjoy.



Indicators from ASCA National Model that are addressed in this chapter (see crosswalk pg 21):

- A:A1.5Identify Attitudes and behaviors which lead to successful learning
- A:A2.1Apply time management and task management skills.
- A:A3.4Demonstrate dependability, productivity and initiative.
- C:C2.3Learn to work cooperatively with others as a team member
- C:A2.9Utilize time and task management skills
- C:A1.10 ..Balance between work and leisure time

Chapter Contents

<i>Activity</i>	<i>Page</i>
Pre-post survey	24
Parent Letter	25
1.1 Poetry Link: <i>I'm Always Late</i>	26-28
1.2 Story Connection: <i>Tardy Marty</i>	29-33
1.3 Word Search: <i>Being on Time</i>	34-35
1.4 1,2,3 Action Role Play: <i>Punctuality</i>	36-38
1.5 How Do You Manage Your Time?.....	39-41
1.6 Making Links	42
1.7 School Wide Link: Tardy Busters Program.....	43-48

A LETTER TO ME, FROM ME.

WHAT WILL MY GOALS BE?



Date _____

Dear _____,
(write your full name here)

I am ___ years old and in the ___ grade. Below I have listed goals I have for myself at home, at school, and in my personal life.

This year at school my goal is _____

At home, my goal is _____

Another goal I have is _____

A long-term goal is something I want to accomplish in the far off future.
My long-term goal is _____

I think I can accomplish this goal by the time I am ___ years old. In order to accomplish this goal I will need to do the following things: _____

Signed,

WORD SEARCH

RESPONSIBILITY

Name: _____

Directions: Your group will need to complete a word search and find all of the words below. Please assign a word to group members. That person will be responsible to find the word in the word search.

Who is responsible to find this word?

RESPONSIBLE _____
 TIME _____
 PLANNING _____
 ADMITTING _____
 CHORE _____
 FRIENDS _____

GOALS _____
 HELP _____
 HOMEWORK _____
 OWNERSHIP _____
 JOB _____
 ORGANIZE _____

L E V U X R J S U A T O V J E
 C H O R E F D G B D I K B M Z
 R N T F C N S G N M M B X M I
 W T N R E Q H F O I E G R S N
 Z J L I E E K W Z T N B O J A
 K G R J L S N Q M T J N C R G
 W F O P C E P U L I H S A K R
 H Y P A R O S O G N E K Q L O
 N K T S L T U T N G E U S H P
 H I H P G S Y A X S M U V K K
 B I K R O W E M O H I J C P E
 P F E U F H N E C Y Z B R G X
 G T N O W K L R M F I A L I A
 G T B J R J U R S Q E I N E D
 D E X O O E E W H L M Z I K V

ROLE PLAY CARDS

LEARNING FROM MISTAKES

You raised your hand to answer a question and you get it wrong. You get embarrassed and laugh it off. When you tell your mom about it, she says some words to make you feel better.

Mistakes Role Play Card #1

One student does an assignment wrong. He/she does the odd problems instead of the even problems. She gets worried that the teacher will get mad.

Mistakes Role Play Card #2

You are working on a group project and one of your group members did not do their part in the project. The person tries to say, "It wasn't my fault!" The rest of the group gets mad. How can you explain to that student the difference between a mistake and a responsibility.

Mistakes Role Play Card #3

You forget your homework at home, but actually had done it. It truly was a mistake. You are frustrated with yourself. How do you explain it to the teacher? Does the teacher believe you?

Mistakes Role Play Card #4

You accidentally forget your friend's birthday. You are really sorry. How can you explain your mistake to your friend?

Mistakes Role Play Card #5

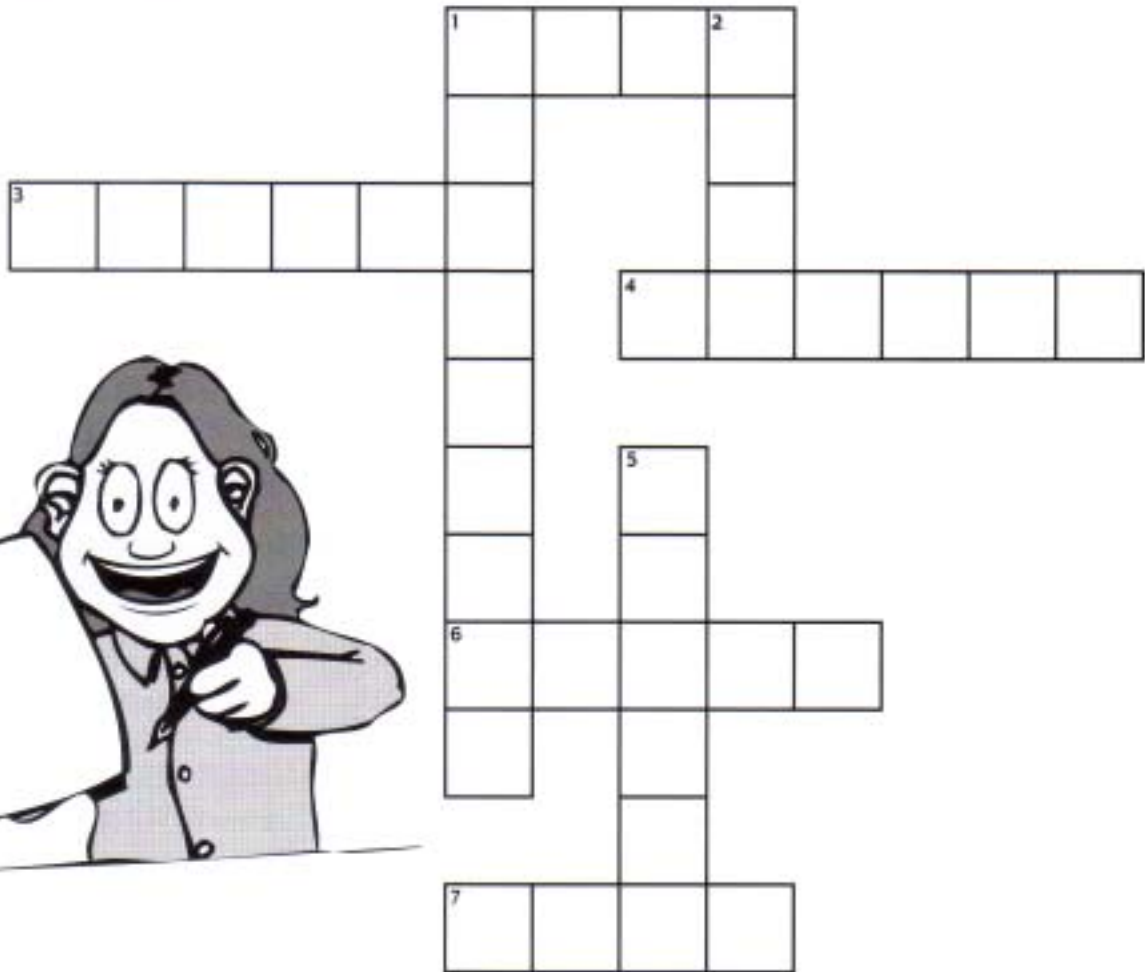
A scientist discovers something by accident, but his invention has a great purpose (you decide if the invention is a medicine, a toy, or something else). The research group is excited that after many tries, your research group learned from trying all these years.

Mistakes Role Play Card #6

CROSSWORD

TESTING SKILLS

Name: _____



Across

1. On the test, you need to do your _____.
3. When answering a question on the test, you need to fill in the entire _____.
4. You will need to use a number two _____ for the test.
6. On the test, you should erase all _____ marks.
7. You need to go to bed on time to make sure you get lots of _____.

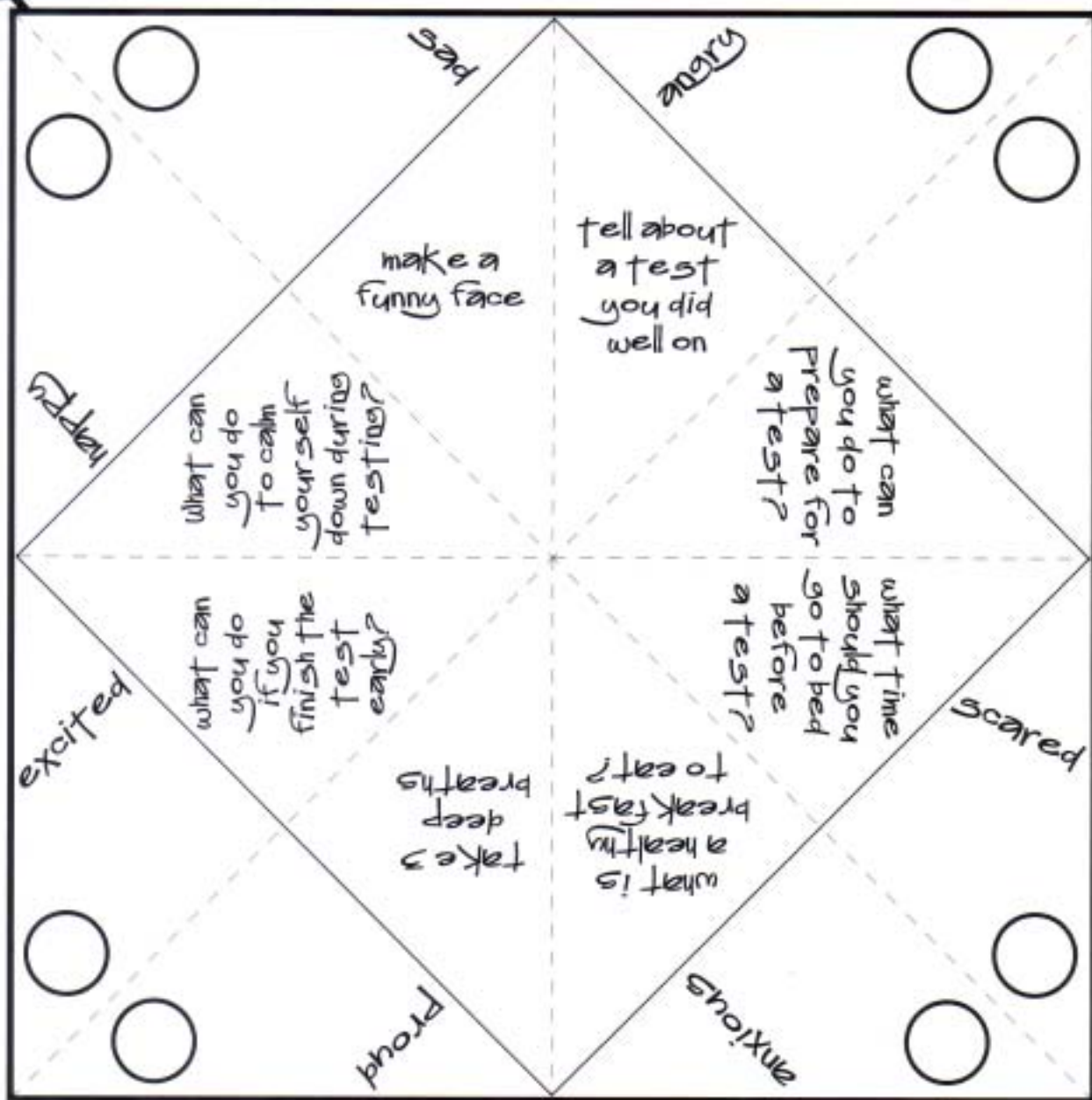
Down

1. The most important meal on the morning of the test.
2. It is very important to be on _____ to school.
5. The nervous feeling that you get before a big test.

TESTING MAGIC SQUARE

Directions for how to make your testing magic square:

1. Cut along the solid lines of the outer square.
2. With the writing facing down, fold each corner to the center.
3. Then, turn the paper over and fold the corners to the center again.
4. Fold the paper in half with the circle facing the outside.
5. Write different numbers of your choice (1-10) in each circle.
6. With both hands, put your pointer and thumb under the paper flaps. The numbers within the circles are showing on the top.



JOB APPLICATION



What job are you applying for? _____

Name _____ Phone Number _____

Street Address _____

City, State, Zip _____

School _____ Grade _____

Grades that you typically receive on your report card _____

If we called your teacher, what things would she/he say about your work habits?

Why would you be good at this job? _____

What would you expect the job responsibilities to be? _____

References:

1. _____
2. _____

Thank you for your interest. Someone will contact you in the future if we would like to hire you.