The AVID Advantage

No. 7

Target

Today's 🎯 target 🎯 is...

Time Management

The Why

The purpose of this issue is to provide a strategy and resources for engaging students in practices of time management, organization, and planning skills.

Strategy

Today's Strategy is...

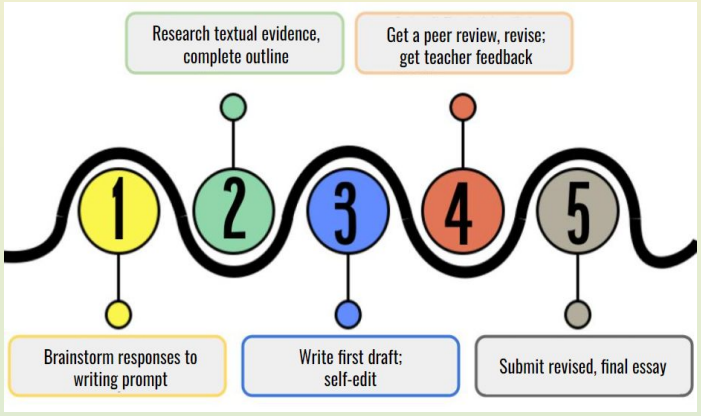
Backwards Mapping

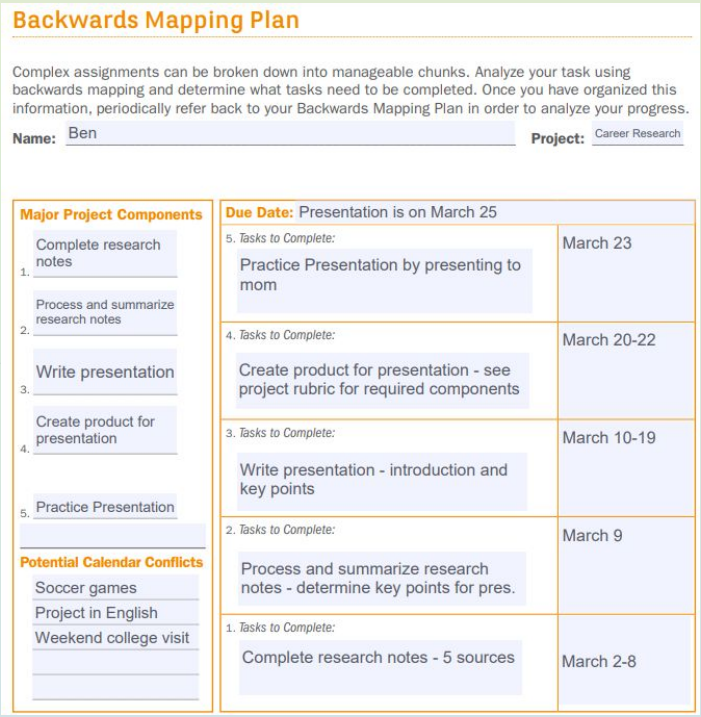
How To

When assigned a major task (project, essay, test, assessment) students should...

- ❑ Break down the larger task into smaller components
- ❑ Decide length of time and resources needed for each component
- ❑ Set mini deadlines
- ❑ Record their mapped out plan
- ❑ Revisit plan and deadlines throughout the completion process
- ❑ Edit plan/deadlines as needed

Examples





Backwards Mapping Plan

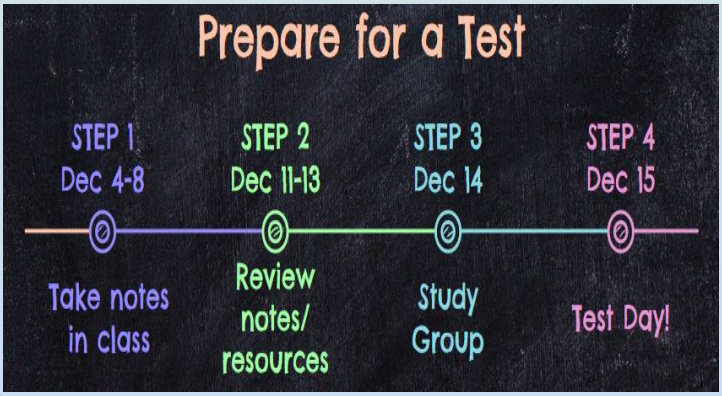
Complex assignments can be broken down into manageable chunks. Analyze your task using backwards mapping and determine what tasks need to be completed. Once you have organized this information, periodically refer back to your Backwards Mapping Plan in order to analyze your progress.

Name: Ben **Project:** Career Research

Major Project Components	Due Date: Presentation is on March 25	
1. Complete research notes	5. Tasks to Complete: Practice Presentation by presenting to mom	March 23
2. Process and summarize research notes	4. Tasks to Complete: Create product for presentation - see project rubric for required components	March 20-22
3. Write presentation	3. Tasks to Complete: Write presentation - introduction and key points	March 10-19
4. Create product for presentation	2. Tasks to Complete: Process and summarize research notes - determine key points for pres.	March 9
5. Practice Presentation	1. Tasks to Complete: Complete research notes - 5 sources	March 2-8

Potential Calendar Conflicts

Soccer games
Project in English
Weekend college visit



Resources

Click on links for resources...

Instructional Plan for Introducing Backwards Mapping with a Project (teacher resource)

Backwards Mapping Plan (student resource + sample)

Backwards Mapping for a GROUP Project

Time Management Graphic Organizer + Sample

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