

Teach students to break a large task into more manageable tasks

Suggested Year Levels: Middle School – High School

When to use: In any class, when an assignment is given out.

Background: Assignments are tasks that students are expected to complete independently. They are normally due at a later stage and should not be completed the night before it is due. To be successful at completing assignments, it is best to do a little bit every couple of nights. But students don't know how to do this unless we teach them.

Materials:

- Assignment Question
- Assignment Plan

Activities / Procedures

1. Survey class: Ask your students how many completed most of their assignment the night before it was due?
2. Help with assignment planning: When you hand out your next assignment, spend time with your students showing them how to break the assignment up into achievable steps. There are 2 ways to do this:
 - a. By Assignment Stage: Planning, Researching, Writing, Checking
 - b. By Tasks: Part A, Part B, Part C or Question 1, 2, 3

As a class come up with some mini due dates: On those dates, ask students to bring in what they have completed. Students can fill in the reflection sheet, making comments on the way about whether the strategy works for them

3. General Conversation: Find opportunities to discuss how you break up large tasks into more manageable tasks. Examples may include marking, report writing, doing your taxes. The idea is to model that this is a life skill they all should develop and use.