



Basic 12 for High School — Workshop 5: *How are your organizational skills?*

Description:

The workshop introduces students to the types of general time management and study skills they will need to be successful in high school and college. This workshop is only an introduction to these concepts and facilitators will need to monitor how students apply the information on a continuing basis.

Note: This workshop is a very similar to the Basic 12 for Middle School Workshop, *What study skills do you need to be successful in high school and college?* Facilitators are encouraged to expand the discussion with high school students and ensure that they have solid skills in place for writing down assignments, keeping an assignment calendar etc. If at all possible, complete both follow up lessons.

Outcome:

Students will be able to demonstrate organizational skills that will help them turn college aspirations into reality.

Learning Targets:

- Self-monitoring and time management skills
- Study skills
- Time Management

KnowHow2Go Connection: Push Yourself

- Freshmen: College Starts in High School
<http://knowhow2go.acenet.edu/four-steps-to-college.html>

Workshop Length: 65 – 70 minutes

Assessments/Evaluations:

The number of students who have a completed personal list of study, organizational, time-management and test-taking skills they plan to implement.

Materials or Resources Needed

- College Is In My Future Manual, 8th Grade Edition (Pages 26 – 28)
“How Well Are You Managing Your Time?” Worksheet
<http://epc.ucsc.edu/pdfs/ciimf-8th-Grade-Student.pdf>

Workshop 5 Agenda

How are your organizational skills?

Introduction: 10 minutes

Share with students that managing your time well, having a place to study, and knowing how to study are important skills for everyone no matter which career they may be considering. These skills are essential to be successful in middle school, high school, or college.

Whole Group Student Engagement: 30 minutes

- Ask students to informally evaluate their best friend’s time management skills on a scale from 1 (being very poor) to ten (should be teaching others). Now tell students they are going to focus on their time management and organizational skills.
- Ask students to individually fill out the “How well are you managing your time.” <http://epc.ucsc.edu/pdfs/ciimf-8th-Grade-Student.pdf> (Pages 26-28)
- Tally the responses for each question i.e. how many students have a place to study. Recognize that many low income or first generation college-going students will be missing these components of effective time management and study skills. It is important to stress that these are things to add and that there are many ways to make this happen.
- Brainstorm with students ways they can put into place good time management and study skills. Use the “College Is My Future, Supplemental Activity: Study Tips” as background information for you. If appropriate, give this worksheet as a handout to students. <http://epc.ucsc.edu/pdfs/ciimf-8th-Grade-Student.pdf>
- If there is time, ask the students as a group to create a schedule for a typical high school student at their school. What time do they get up? How long does it take them to get ready for school? Do they need to take care of younger brothers and sisters or do other things for the family before school? How do they get to school? What do they do after school? Again, do they have family responsibilities? When and where do they do their homework?

Individual Student Engagement: 15 minutes

- Give students individual time to fill out a study plan worksheet and use this as an assessment for the workshop.

Closing: 5 minutes

- Ask students to share one thing they are going to change about their schedule or their study habits.

Assessment of Workshop 5: *How Well Are You Managing Your Time?*

Purpose(s):

- To determine if students understand the importance of organizational skills, especially time management
- To determine if students can apply what they are learning to a personal plan for managing their time

Format: Student Worksheet

Facilitator Directions:

- Run off copies of the worksheet (assessment) for each student. Another option is to put the questions into a power point or use on a document camera to discuss the questions.
- Make sure students know that they are not “graded” on the worksheet nor are there absolute right or wrong answers. The purpose of the worksheet is to help them reflect and to determine what they understand. Share that you will use the information to plan future information and workshops.
- Give students time as part of the **Individual Student Engagement** to complete the worksheet.
- Discuss the answers in the **Closing**.
- Have students turn in the worksheet at the end of class. Review student responses and use this information to determine whether the group is on track or whether you need to add more information at this point.
- Return the worksheet to students at the beginning of the next class to be kept in their portfolios.



Student
Learning
Check

Workshop 5 Assessment Tool Study Plan Worksheet

From College is In My Future, 8th Grade Edition

Directions: Complete the study plan worksheet below indicating what you are going to do to better organize yourself and your time.

My study place at home will be: _____

If I don't have my study place set up, I will have it set up by (indicate date):

The best time of day for me to study is: _____

My study routine will be:

On Monday I will study from _____ to _____

On Tuesday I will study from _____ to _____

On Wednesday I will study from _____ to _____

On Thursday I will study from _____ to _____

On Friday I will study from _____ to _____

I will begin implementing my study routine on: _____

I will vary my study activity by: _____

I will try to remember information by doing the following

I will learn by teaching my study material to:

If I don't understand a problem, I will ask _____ for help.

When I finish, I will reward myself by: _____

If I don't have all of the school supplies I need to be successful in school (i.e. backpack, binder, daily organizer or calendar) I will purchase them on:



Follow-Up Lessons for Workshop 5

How are your organizational skills?

❖ Test Taking and Time Management

- College Is My Future, 8th Grade Edition, Supplemental Unit on Test Taking and Time Management, Pages 78-85
<http://epc.ucsc.edu/pdfs/ciimf-8th-Grade-Student.pdf>
- **Lesson Goal:**
Students will learn tips on how to manage their time. They will also develop a study plan and tactics on how to study and better prepare for tests.
- **Lesson Description:**
The lesson asks students to assess how they use their time outside of school, provides helpful tips for managing time effectively, and provides a tool for developing a study plan.
Includes information and activities:
 - Test-taking Skills Assessment
 - Test-taking Skills Tips
 - Tactics for Studying and Preparing for Tests
 - How well do you manage your time?
 - Study Tips
 - Study Plan Worksheet

❖ Additional Resources

- **College Board**
<http://www.collegeboard.com/student/plan/starting-points/index.html>
 - Time Management Tips for High School Students
 - Personal Time Management Tool
 - Freshman Action Plan
- **Homework Center**
<http://www.infoplease.com/homework/studyskills1.html>
 - Taking Notes
 - Reading Textbooks
 - Studying for Tests
 - Writing Essay Tests