

TIME MANAGEMENT, ORGANIZATION, & PLANNING: THE AVID WAY



What is AVID?



According to the AVID website:
“AVID (Advancement Via Individual Determination) is a nonprofit that changes lives by helping schools shift to a more equitable, student-centered approach. We train 85,000 educators annually to close the opportunity gap, so they can prepare all students for college, careers, and life.”

AVID'S Five Core Components for Success

WRITING

- Cornell Note-Taking
- Learning Logs
- Quickwrites and Reflections
- Process Writing
- Peer Evaluation
- Authentic Writing

READING

- Deep Reading Strategies
- Note-Taking
- Graphic Organizers
- Vocabulary Building
- Summarizing
- Reciprocal Teaching

INQUIRY

- Skilled Questioning Techniques
- Costa's Levels of Thinking
- Socratic Seminars
- Tutorials
- Investigations
- Questions That Guide Research



COLLABORATION

- Socratic Seminars
- Tutorials
- Philosophical Chairs
- Group Activities and Projects
- Peer Editing Groups
- Service Learning Projects

ORGANIZATION

- Binders and Organizational Tools
- Calendars, Planners, and Agendas
- Graphic Organizers
- A Focused Note-Taking System
- Tutorials and Study Groups
- Project Planning and SMART Goals



What is Time Management?

A common definition of time management is "The ability to budget time and how to use that time to complete a task."



AVID states in its Time Management lesson, that “ when students effectively manage their time, it helps them to meet classroom deadlines, increase the quality of their work, reduce their stress, and accomplish their goals, while also helping to ensure that they have time for other interests and passions.”

Your student will accomplish more with less effort!

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AVID suggests four ways that can help students to manage their time more effectively.

TIME MANAGEMENT TIPS



1. Keep track of upcoming events and deadlines

It is recommended that each student use an agenda/planner. (Hillcrest Middle School provides each student with an agenda at the start of each school year.)

Students should use “reminders” to help them remember assignments, due dates, test dates, etc. This can either be the calendar in their agendas or an electronic version such as Google Calendar (Google Calendar can be linked directly to the Google Classroom, which is used by all your student’s teachers.)

Have your Student share the calendar with you, so that you also know when things are due.

2. Set Goals, Prioritize Tasks, and Develop Tasks

-First, clearly define your goals.

Set specific measurable goals with attainable action steps and corresponding deadlines. Add these deadlines to your calendar.

-Second, prioritize your tasks.

Review deadlines and prioritize tasks from most urgent to least urgent.

Complete Urgent tasks first and schedule time to complete less urgent tasks later.

Anticipate the unexpected. Complete assignments early to avoid issues caused when unexpected things come up.



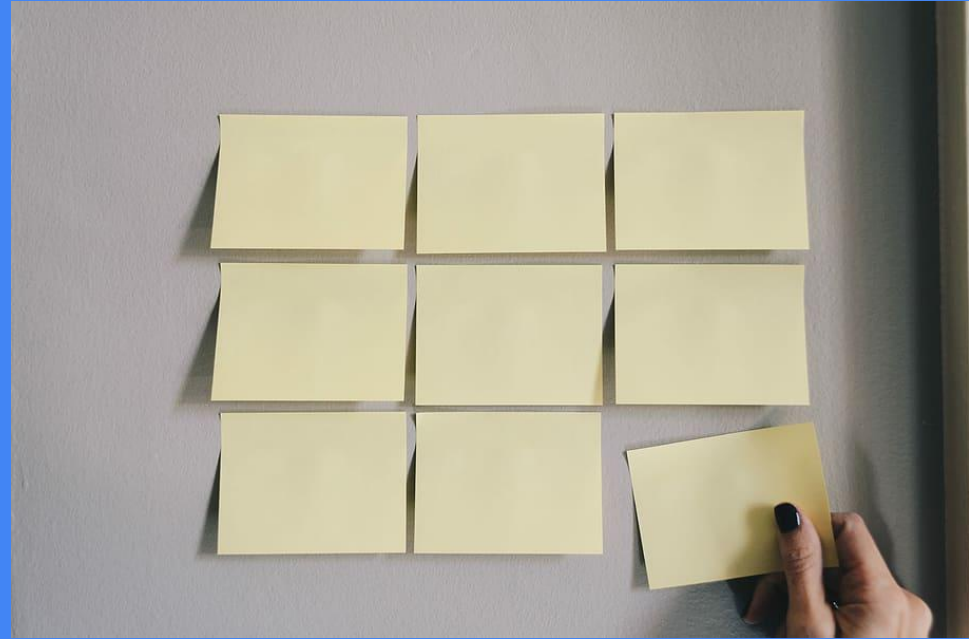
2. Set Goals, Prioritize Tasks, and Develop Tasks (Cont)

-Third, develop your to-do checklists.

Break each major tasks into a checklists of things “to-do”.

Use digital tools, like Google Keep or Sticky Notes to create and manage your checklists.

For bigger projects like reports, make a project plan.



Understanding Priorities



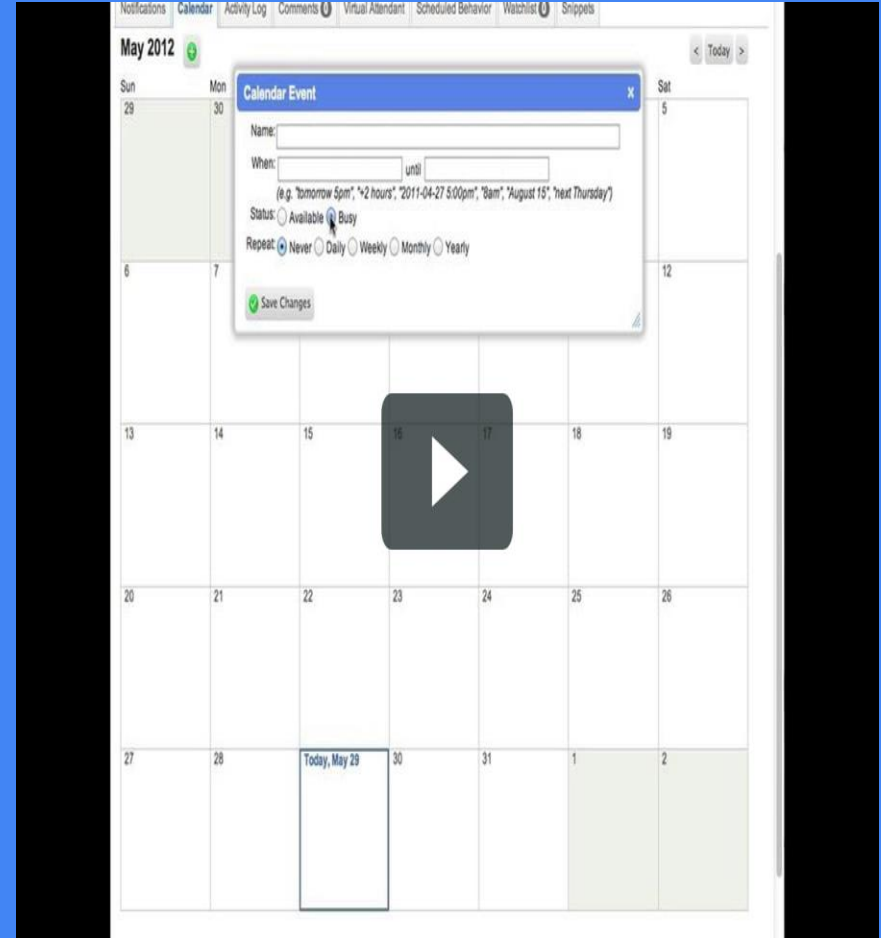
- Students need to understand the idea of “priority”. During school hours, school takes priority over video games, movie watching, and any other activity that prevents complete attention to the daily lesson.

Priorities (Cont)

- Likewise, a part of successful time management includes students knowing that certain things take priority over other things depending upon the situation. For example, studying for a major test that is scheduled two days from now is probably more important than completing a minor grade worksheet which is not due until next week.

3. Create a Daily/Weekly action plan

-Set aside time each week to review the calendar, goals, priority tasks, and related checklists that need to be accomplished for the week. Tasks should be divided and written into daily agendas and/or a weekly planner.



Create a Daily/Weekly action plan (Cont)

- The planner should include the time for studying. This time should be based on the time of day when students are at their mental peak. Since everyone's internal clock is different; choose a time that works best for them (before school, after school, evening). This time should be included in the daily schedule for routine tasks, such as checking on assignment feedback, responding to emails, and reviewing Google Classroom for new assignments.





4. Reflect, Monitor, and Adjust

-Students need to regularly reflect upon their goals, priority tasks and action plans. Are their plans helping them to achieve their goals and meet deadlines. If not, they may need to be adjusted. Times dedicated to tasks may need to be changed, or task orders switched.

ORGANIZATION

- Organization is defined as "THE ABILITY TO KEEP TRACK OF TIME AND MATERIALS."
- -Students who learn and practice organization skills make them not only better students now, but will help lead to success later in work and life.



ORGANIZATION TIPS



- Set goals
- Organize your study area, desk, AVID Binder, etc.
- Do one assignment at a time and complete the entire assignment before submitting.

PLANNING



- is defined as “THE ABILITY TO CREATE AND FOLLOW A PLAN TO COMPLETE A TASK.”
- Planning keeps you on task and on track to complete all assignments
- Planning helps you to prevent stress and to maintain control of your life

PLANNING TIPS



- Write down all assignments
- Use a planner to break assignments down into smaller, more manageable ones
- Create a list all the activities/appointments that you have
- Make “To Do” lists, Sticky Notes
- Finish big/harder assignments first

AVID AGENDAS



AGENDA



- Students should keep track of all assignments, if they don't finish mark it as additional HMWK
- Students need to write down important events They should use a system that works for them
- The addition of color, arrows, highlighted areas, etc. will add greatly to quick recognition of tasks, important details. For electronic devices, alarms and pop up messages can be used
- Students need review agendas daily
- When tasked with multiple assignments, Students need to figure out which to do first, set time goals

Some Quotes ABOUT T.O.P.

- "We are what we repeatedly do. EXCELLENCE, then is not an act, but a habit." ~Aristotle

