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As the academic attendance coach, I provide supplemental executive function lessons to 5th and 6th grade students who did not pass I-STEP the prior school year, as well as check-in with students who have frequent absences.

The Importance of Time Management

Teaching your child time management skills can help them become more successful students, that blossom into prosperous adults. “Time management is the coordination of tasks and activities to maximize the effectiveness of an individual's effort.” The purpose of time management is to help students get more work, and better work done in less time. Students who do not organize their time often find themselves hurrying to finish projects/homework leaving them feeling overwhelmed and stressed.

In order for students to be successful in time management they must first have an understanding of time. This can be achieved by:

- Having students make an estimate of how long they think it will take them to do an everyday task, and then time them completing the task so they know exactly how long it takes them
- Giving them time estimates based upon something they already know (like TV shows/movies, how long it takes to make food items, sports, familiar trip distances)
- During the day have your student guess what time it is without looking at the clock, and then have them look at the clock to see how accurate they were.

Students must also know how to break down assignments/projects/activities. This can be achieved by:

- Having students separate into have to's and want to's
 - Have to- these tasks are to be completed in a timely manner to avoid consequences (homework, projects, chores, work)
 - Want to- these tasks are more flexible, and usually do not have time constraints (hanging out with friends, playing video games, watching tv)
- Have students break down assignments into tasks:
 - After students breakdown their assignments, have them assign times to each task. When assigning times to tasks, have your student recall if they had done a task/or assignments like this before.
 - If they have, instruct them to use the time from the prior assignment as a guide to estimate how much time this task will need.
 - If they haven't, instruct your student to make their best educated guess. Make sure they time it so they will have a reference for the future.