



Area: Take Responsibility

Title: Putting Things in Order

Objective: Students will learn that taking responsibility and prioritizing tasks can be done in an orderly way.

Materials: Putting Things in Order Scenario Sheet
Board or Overhead

Activity: 1. Pass out copies of "John's tasks" worksheet, or create an overhead transparency to show and discuss.

2. Discuss the following questions:

- "If you were John, in what order would you do these tasks?"
- "What information do you need?"
- "Will everyone be able to complete these tasks in a similar amount of time?"

3. Lead a discussion: prioritize the assignments according to importance; prioritize the assignments according to how soon they need to be done and how long it will take to do them. Record the prioritized lists on board or overhead.

Closure: Reinforce the use of a daily planner in writing down and learn to take responsibility for what need to done for school.