

Steps to Success December 5 Lesson Outline

Slide 1: Prioritize

- Read the quote to students
- You can explain how the quote relates to you, or ask students how they interpret it (or both!)

Slide 2: What's going on?

- Pass out "Task Manager" worksheet to students
- Have students retrieve and open planners
- Place all tasks due between now and end of 3rd quarter on the Task Manager
- Place due dates in "end time" column
- *Students do not need to put anything in "priority" or "start" columns at this time*

Slide 3: Getting Productive

- Have a conversation with students about how often this situation plays out in **our** lives
- This is what we call "procrastinating"!

Slides 4: How to stop procrastinating

- Show the video on procrastinating
- You can start the video at :30 and end it at 4:05 for a slightly shorter timeframe
- Feel free to discuss video afterward (Has anyone heard of or used any of these strategies before?)

Slide 5: Identify Urgent vs Important

- Review the bullet points
- Have students look at their Task Manager sheet with the tasks they have written down
- Which are most urgent (due immediately or have greatest consequence if not done)?
- Have students rank-order the tasks by urgency/importance and select "start times"

Slide 6: Projects

- Review bullet points and discuss ways of tackling long-term assignments

Slides 7: Recap

- Review the concepts discussed
- Provide real-world examples or where procrastination may have affected you in the past