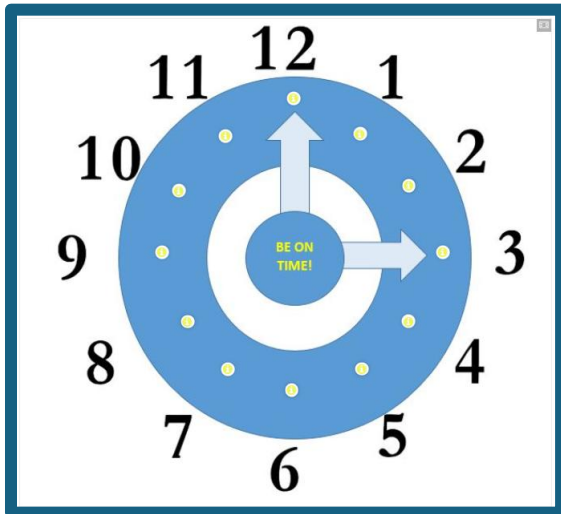


Task Sheet: Manage your time

Provided by: Tallinn Construction School



General information of task for teacher

| | |
|---|---|
| Title of the task sheet | Manage your time |
| Targeted 21st Century Skill | Critical thinking / self-direction / responsibility) |
| Brief description of the competences the students will learn (Including, for example what scientific theory this is based on) | The student increases awareness of the perception of time, including the relationship between chronotype and efficiency in the daily rhythm; realizes the importance of thoughtful use of time. |
| Specialty/Target group (If applicable) | All specialties |
| Learning outcome(s) for the vocational profession | Student: <ul style="list-style-type: none"> • is aware of and knows how to monitor and analyze his own time use • can use time-related knowledge to more meaningful planning of his life and activities |
| Tools needed for this lesson plan/ task sheet (If applicable) | Computer, projector and screen for frontal work; If it is possible: Each student has a computer for individual work. An opportunity to write down thoughts on paper or on a computer is recommended. |
| Approximate time to complete the task | The task can be solved as a whole (approx. 60-90 min depending on the methodology chosen by the teacher) or in parts (approx. 15-20 min per part) |
| Suggested more comprehensive methodical guide for doing/carrying out the task (for the teacher or student) | The teacher can use the task as an independent lesson topic, as a part of it, or between other topics of vocational education (e.g. between practical works of the painting specialty, when the work needs to dry before continuing, etc.), if there are time breaks. |

