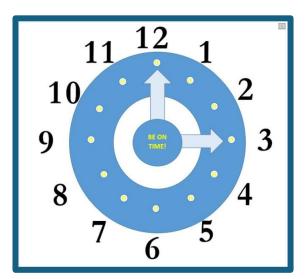


Task Sheet: Manage your time

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	The student increases awareness of the
students will learn	perception of time, including the relationship
(Including, for example what scientific theory	between chronotype and efficiency in the daily
this is based on)	rhythm; realizes the importance of thoughtful
	use of time.
Specialty/Target group (If applicable)	All specialties
Learning outcome(s) for the vocational	Student:
profession	• 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	Computer, projector and screen for frontal
applicable)	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	The teacher can use the task as an independent
guide for doing/carrying out the task (for the	lesson topic, as a part of it, or between other
teacher or student)	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.





	The interactive task is located here: https://sisuloome.e-koolikott.ee/node/18735
	If the student is able to use internet searches, he can look for information on certain topics by himself, in a complicated prison-education system it is necessary that the teacher searches for background information himself beforehand if necessary.
Recommended literature:	Stefan Klein: "The Secret Pulse of Time"
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Lesson plan of the task

• .	For adjustment, learners can talk about their
	problematic experience, when they themselves
	or someone else has been late and this has
	caused inconveniences.
	Some of the parts of the task can also be used
	for warming up.
Explanation for the students at the start	Open and solve the task buttons one after the
	other or in the order you like. Discuss them with
	other students or take notes individually to
	share later.
Task description for the students	In the case of a frontal theme approach, the
	task buttons can be opened and solved in order,
	or lots can be drawn to decide which order to
	open them. Also, when working individually or
	in pairs, students can get a task button or
	buttons that they are working on. Using the
	same method, the task is also suitable for the
	student's independent work.
Additional activities for the students	Make reminder cards of the most important
	knowledge or thoughts for you, you can also use
	posit-it'es and place them in a place where you
	can remember what you have learned.
Extra resources for learners	Writing facility, post-it papers.
Self-reflection for students	Share or write down individually which
	knowledge-experiences will support you in the
	future.
	The interactive task allows for ongoing self-

