

Lesson Plan 2008/09

This form is downloadable from the Quality Improvement page of the College Intranet.

Department: _____ Tutor Name: _____

Course Code: _____ Course Name: _____

Subject / Unit: Study Success Lesson Title: Tutorial 6

Aim:	Improve time management skills
Objectives:	Understand the importance of meeting deadlines and effective time management Know a variety of strategies to plan and organise time Be able to prioritise work and plan time using a diary

Date:	Room:	Group Size:
Time:	Level:	
Differentiation to address Class Profile: teacher to differentiate task E for more able groups – see notes below.		
Languages Spoken:		
Special Issues relating to this Class:		
Previous Knowledge:		
Homework to be Returned this Lesson:		
MATERIALS: Handouts: 6A - 1 for each learner, 6B - 1 for each learner, 6C , - 1 for each learner, 6D , - 1 for each learner, 6E 1 for 2 learners, 6F 1 for 2 learners, 6G for teacher		

Time	Content incl. Key and Functional Skills	What Learners do	What Tutor does incl. Assessment	Resources
5	Warmer	Individuals use handout A to answer questions about time management	Set task and monitor	Handout: Study Success Tutorial 6 Handout A
		Respond to teacher	Take feedback from individuals Share objectives of tutorial Encourage discussion about importance of meeting deadlines	
5	Class discussion about how to meet deadlines	Contribute to class discussion	Encourage class discussion – ask learners how students can manage themselves so they meet deadlines	Pen and paper board
10	Definition of time quadrant matrix matching	Individuals use handout 6B to match descriptions to each quadrant and match results to the correct quadrant	Set task and monitor – check students remember definition of ‘procrastinator’	Handout: Study Success Tutorial 6 Handout B
		Pairs compare answers	Monitor	
		Pairs give feedback to class	Take feedback from pairs	

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5	Matching types of activities typical to 4 quadrants	Pairs use handout 6C to read different activities and number them 1-4 depending on which quadrant they belong in (use handout 6B)	Set task and monitor	Handout: Study Success Tutorial 6 Handout C
		Pairs feedback answers to class	Take feedback from pairs Ask students 'in which block do you spend most of your time?'	
10	Time management strategies – true / false	Pairs use handout 6D to decide if the strategies are useful or not	Set task and monitor	Handout: Study Success Tutorial 6 Handout D
		Pairs give feedback to class	Take feedback from pairs (give handout to each learner and ask all to cross the incorrect strategies) (b, e, j, n – b: because not everyone works best in silence)	
20	Time management practice – simulation	Pairs use handouts 6E + F to plan Erika's week	Set task and monitor To differentiate with more able groups, see teacher's notes 6G half way through task, announce developments in the simulation – eg: Erika's friends want her to go out on Wed eve, her tutor's asked her to rewrite her essay for Friday etc.	Handout: Study Success Tutorial 6 Handout E + F Use teacher's notes: Study Success Tutorial 6 Resource G to differentiate for more able groups / pairs
		Pairs group together to compare results	Monitor – Take feedback from class	
5	Summary	Contribute to teacher led summary	Elicit from class what they have learned and how they could use techniques to plan time better Encourage students to use diaries to record deadlines and other commitments	

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Individual Learners' Plans for this Lesson

Name	Plan

Review of Lesson	Good	Satisfactory	Needs Change	Comments
Evidence of Learning				
Pacing				
Participation of all Students				
Appropriateness of Level				
Teaching Materials				
Appropriate Teaching Styles				
Students Motivated / Enjoyment in Learning				
Good Learning Environment				
Responsiveness to Students				
Homework Collected				____ out of ____

Evaluation and Comments: