

LESSON 14:

SENSING HOW THE TIME FILLS UP FOR YOUR TASKS

Directions

DONE (the goal)

In this lesson, you will grow your ability to visualize time as a volume and to see how time will fill up when you are carrying out your daily tasks. This will help you to plan more accurately and to adjust your plans as needed to avoid being late or feeling rushed.

DO (the steps you will take)

- For each of the tasks listed on the Sensing Time for Your Tasks Chart, mark on a Working Clock or clock image the *outline* of the time you typically have available to complete that task.

Example:

If you usually finish your Saturday morning screen time by 10:10 and then you need to do chores and get ready to meet your English tutor before leaving home at 10:45 to drive to that meeting, you would shade the following outline on the clock:



- Next, shade in the subtasks you need to complete during that time and their relative length. This will give you a clear picture of how the time will fill up. Remember to include all the subtasks.

Building on the example of “Chores and preparing for the English tutor,” you might shade the following:

- 4 to 5 minutes doing chores (feeding the dog and putting dishes in the dishwasher),
- 15 minutes writing a paragraph to complete the homework you will be reviewing in the upcoming tutor session, and
- 10 minutes packing up your notebook and materials for your tutor session and going to the bathroom before leaving the house.



- Add activities of your own in the blank rows provided at the end of the chart and shade the clock for these activities. Remember to include all the subtasks!

GET READY (the materials you will need)

- A copy of the Sensing Time for Your Tasks Chart
- Working Clock or clock image
- Dry-erase marker for Working Clock or write-on/ wipe-off clock image
- Pen or pencil

Activity: Sensing Time for Your Tasks**Your morning routine**

Start time: _____

Usual stop time: _____

Shade how the time fills up

**If you were going to do 30 minutes of homework today**

Start time: _____

Stop time: _____

Shade how the time fills up

**Your bedtime routine**

Start time: _____

Usual stop time: _____

Shade how the time fills up

**A chore you need to do**

Start time: _____

Usual stop time: _____

Shade how the time fills up



A typical math class routine

Start time: _____

Usual stop time: _____

Shade how the time fills up

_____
(Activity)

Start time: _____

Usual stop time: _____

Shade how the time fills up

_____
(Activity)

Start Time: _____

Usual stop time: _____

Shade how the time fills up

_____
(Activity)

Start time: _____

Usual stop time: _____

Shade how the time fills up

