

**Performance Breakthroughs for Adolescents
with Learning Disabilities or ADD:**
How to Help Students Succeed in the Regular Education Classroom
by Dr. Geraldine Markel and Dr. Judith Greenbaum

Student Checklist for Time Management Skills

Estimating

- Estimate the time it takes to do some daily activities.
- Record the actual time it takes to do the daily activities.
- Practice to increase accuracy of estimations for daily activities.
- Estimate the time it takes to do homework assignments.
- Record the actual time it takes to do the homework assignments.
- Practice to increase accuracy of estimations for homework.

Breaking Down Assignments

- Break a big project into smaller, "doable" tasks and list.
- Complete the project.
- Add to the list important tasks that were overlooked.
- Write a list of tasks needed to complete another assignment.
- Arrange tasks in order.
- Complete the assignment.
- Add to the list important tasks that were overlooked.

Planning Daily Schedules

- List important daily tasks and activities.
- Estimate the time needed for each task or activity.
- Plan a daily schedule, listing activities and estimated times.
- Include short, frequent breaks.
- Include time for thinking, organizing, and problem solving.
- Include time for reviewing and revising.
- Try the schedule—check off tasks and activities completed.
- Record actual times for tasks and activities.

Adjusting Schedules

- List things that interfered with your following the schedule.
- List ways to overcome these scheduling problems.
- Rearrange the schedule to manage time more effectively.
- Try the schedule.
- Adjust as necessary.