

Time Management

Objective:

The student that uses time wisely will almost certainly be successful. In addition, other necessary life skills such as making good decisions can be components of having the time to make a good decision, and the order within all of the things that the student must do so that there is time and serenity for making positive decisions. The student must also show that assignments and projects are not put off until just before they are due.

Requirements for completion of this certificate:

1. The student must prepare and submit a plan calendar for present and future assignments at school. The plan will show study times at home and should include home chores. Students involved in extra-curricular activities should include those events in the plan.

Verification: Submitted plan with a signature from a parent acknowledging that it was done.

2. The student will prepare a map of the home study environment, showing a place where study is done.

Verification: Submitted map.

3. The student will compose a two-week scholastic diary with daily excerpts that illustrate the understanding of time and successful completion of requirements during that time.

Verification: Submitted Diary.

4. The student will submit a one-quarter report from a required academic class showing no late assignments.

Verification: Report from the teacher of that class.

5. The student will submit a brief (1-2) page reflective essay describing the experience of increasing time management skills.

Verification: Submitted report signed off by a Health Academy teacher.