

Agenda use

Agendas are a great tool to help children manage their time. Children often feel under pressure with the need to track their own time and manage several activities like homework, projects, tests, extracurriculars etc. When children learn to use an agenda efficiently, it prevents them from feeling overwhelmed, and it also gives them a sense of control over the situation. The use of an agenda can enhance a child's confidence by helping them to prioritize, plan and pace tasks. This is a great form of communication between home and school. As parents, we can help our child take responsibility for their time so they can become efficient at time management.

Your child's teacher will teach the students how to use their agenda. However, as parents, there is so much we can do at home.

Set a Site

- Homework is best completed at the same place and time of day.
- The site needs to be free of distractions such as family noise, toys, and games.

Make a Habit & Establish a Routine

- Take a few minutes each day to sit down with your child and review the day's homework to make sure everything is written in the agenda.

Check it off:

- Once completed, check it off!
- Reward the child for completing their homework.
- Set priorities with your child

Use these guiding questions to set priorities:

- What is most urgent? (urgent might be to study for a test the following day)
- What is important but can be completed on a different day? (important task might be to finish a project due at the end of the week)
- What would be nice if it was done but is not important or urgent? (nice task would be to draw a picture to describe a journal entry)

Estimate:

This will help a child to learn how to predict tasks and plan due dates accordingly. This can also help to develop pacing skills required for testing and exams.

- Have your child estimate the amount of time it will take them to complete a task.
- Time the task.
- Compare the estimation versus time spent completing the task.

This is a skill that takes time and practice to develop. It must be learned before the child can realistically plan independently.

Plan and Pace:

Once your child understands how to set priorities and estimate, they are ready to learn how to plan and pace their homework tasks.

1. Break down the task into simple and manageable steps.
2. Draw up a simple and concise plan.
3. Pace each step to promote steady success.

Note: Plan and pace work according to his/her individual needs.

Example: If a project is estimated to take 3 hours, break it up 1 hour at a time over 3 days. Write the project in the agenda on each day you work on it, marking it as an important task. Remember to continue prioritizing urgent tasks to ensure they are completed on time.

Relax:

- Make sure your child has enough time in a day to relax. Children require time where they are not scheduled to allow time for things like reading, playing, listening to music etc. Remember that relaxation time is just as important as homework time.

Communicate:

- Keep an open line of communication with your child by reviewing the agenda daily and checking in about how their school day was.
- Keep communication positive.
- Keep communication open and refrain from passing judgement.
- Eat before talking!
- Communication is three-way. Between yourself, your child, and the school.
- Notes can be written in the agenda to keep communication open.

Initiative:

- Back off if you notice your child taking initiative to plan independently. Let your child practice this skill alone and reward their independence. Encourage your child to make decisions independently.