

Managing Student Workload

Strategy	Action steps
Prioritize tasks	<ul style="list-style-type: none"> • Create a master agenda for all tasks before getting started • Integrate long and short-term tasks, as well as self-assigned tasks (ex. My teacher didn't tell me to, but I know my binders could use a clean out) • Prioritize what comes first, second, third, etc., making sure you have a RATIONALE for why you are working in a particular order
Plan before you dive in	<ul style="list-style-type: none"> • Preview individual assignments to develop a plan of attack • The 5 minute sticky note approach • Ask questions like: <ul style="list-style-type: none"> • What resources could help me? • What strategies might I use? • How much time might this task take? • What should my end-product look like? • What do I already know vs. what do I need to know?
Keep to a consistent work schedule	<ul style="list-style-type: none"> • Work roughly the same number of minutes each night <ul style="list-style-type: none"> • "Off days" just mean more work another night! • Ask yourself, "What can I do tonight to make my life easier tomorrow night?" • Organize materials • Rewrite notes in a way that makes sense to you • Teach material to a parent/friend (active studying)
Set SMART goals	<ul style="list-style-type: none"> • Goals should be very specific and micro • Something you can achieve in about 20 minutes. Research shows that working in short, 20 minute bursts is most effective, especially when punctuated by movement breaks • Break down big projects/papers/readings/studying into smaller micro steps and map them out visually (calendar, planner, etc.)
Know yourself as a learner	<ul style="list-style-type: none"> • Reflect on your strengths and learning preferences <ul style="list-style-type: none"> • Where should I work? • When should I work? • How do I work best? • Reflect on where you run into trouble with specific assignments <ul style="list-style-type: none"> • Understanding directions? • Feeling overwhelmed? • Don't know where/how to begin? • Once you can pinpoint the root cause, design an intervention tailored to supporting this
Self-advocate	<ul style="list-style-type: none"> • Give students the language to talk to teachers, parents and other adults about their workload <ul style="list-style-type: none"> • One thing I'm confused about is... • I'm wondering if you could further explain... • Help students learn how to get unstuck when they have questions/concerns