



## Provide Opportunities for Success

### ACTIVATION ROUTINES

In order to succeed at a task, students must organize, prioritize, and activate. Creating routines for the classroom, such as posting a class agenda in the same place every day, and helping students develop awareness of time management will help them be better able to structure their time and work through each task.

### REFERENCE TOOLS

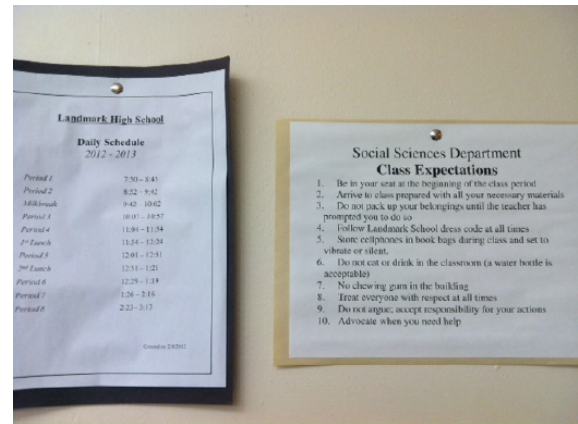
Reference tools include schedules for the day, posted agendas for each class, standard classroom policies, and even checklists for completing various components of an assignment.

Schedules and agendas allow students to know how much time they have for a task and what activities they might be doing during a class. These tools allow them to be prepared for each part, better transition between tasks, and estimate how much time they might have to complete their work.

In addition to general behavior, classroom policies include concrete requirements, such as bringing a notebook and pencil to class each day, and expectations for assignments.

For instance:

- Have students include their name, date, and the assignment at the top of all work.
- Be clear about expectations regarding when assignments are due and what the consequences for late assignments are.
- Follow the same routine when beginning or transitioning between tasks, so that students know what materials they need and what they need to do to start each activity.



Checklists can be a wonderful way to break down larger tasks into manageable pieces. For example, having a checklist with the components of a project will help students plan and track their progress as they do research, organize their ideas, write a draft, proofread, make sure they included all required components, and finalize their project.

### HOW DOES THIS PROVIDE OPPORTUNITIES FOR SUCCESS?

- References help students know what materials they need to begin each task and what the steps and expectations are for successfully completing an activity or project.