



## UNIT 4A: ORGANIZING MATERIALS AND TIME

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### Why this unit?

The organization module provides students and teachers with strategies for organizing materials, idea, and time. Specifically, students will learn how to organize their time and materials as well as their concepts and ideas.

### What is in this unit?

**Lesson 1: The 4 C's Strategy (1 hour):** Students learn the 4 C's strategy for organizing and then apply the strategy to the organization of their own belongings.

**Lesson 2: Developing an Understanding of Time (1 hour):** Students examine their understanding of time and their time estimation abilities.

**Lesson 3: Prioritizing Time (1 hour):** Students learn to prioritize events within a metacognitive framework. They then differentiate between mandatory tasks ("Have-to's") and optional tasks ("Want-to's") and learn that time can be flexible.

**Lesson 4: Monthly Planning (1 hour):** Students practice breaking down long-term assignments into manageable steps, using calendars to plan for these long-term assignments.

**Lesson 5: Weekly Planning (1 hour):** Students practice using weekly schedules and daily timeframes for short-term planning.