

Plan It, Do It, Check It

Grade 5 | Life Skills | Skill: Prioritize and manage a project

Directions: Study the tasks for a Friday project. Choose priorities, estimate time, and build a smart plan.

1 Sort the tasks

1. Read directions	10 min	Must do / Nice to do
2. Decorate title	15 min	Must do / Nice to do
3. Gather materials	10 min	Must do / Nice to do
4. Complete the model	35 min	Must do / Nice to do
5. Add extra drawings	20 min	Must do / Nice to do

2 Build a 60-minute plan

Choose tasks that fit in 60 minutes. Put them in a logical order and total the time.

1. Task: _____ Minutes: _____

2. Task: _____ Minutes: _____

3. Task: _____ Minutes: _____

Total planned minutes: _____

3 Check and adjust

If your plan takes more than 60 minutes, what could you change?

A clear plan turns a big job into doable steps!