

Completes Work on Time

What does “Completes Work on Time” mean?

This skill relates to a child’s ability to finish a task given by a teacher or parent within a certain time. To show this skill, a child must meet expectations set by the adult within the time set by the adult. For example, the adult asks the child to clean up their toys in the next 10 minutes. This is an important skill because it shows that children can focus their attention and finish what they start on time.

TIPS for TEACHERS

How can I explain this skill to children?

Explain the meaning of completing work on time by letting children know that all work has a start time, work time, and finish time. To emphasize the importance of getting things done by the “finish” time, try discussing regular events in children’s lives. For example, you could talk about riding the bus. The bus always comes at a certain time. If you don’t get to the bus stop on time, you will miss the bus. When we get to the bus stop on time, we get to ride the bus and get to our destination!

What are some examples of best practices from educational experts and fellow teachers?

TIP1

Begin to teach children about time. Children learn about time by observing routines throughout the day. By helping children understand their routines, we can teach them about completing work within a certain part of the day. One way to do this is by making a chart of a daily routine with pictures and posting it in a spot where children can easily see it. This can help children understand that they should complete one activity before starting another. The pictures you use in your chart can also be pictures of your students completing the tasks (for example, a picture of a student hanging up their coat).

Our Morning Routine

Arrive at school



Enter classroom



Hang up
backpack and
coat

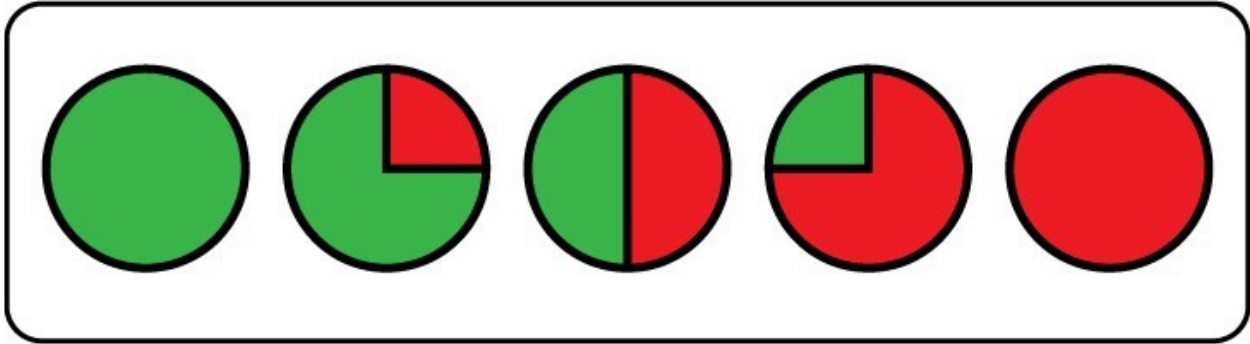


Say “Hi”



TIP2

Make time visible. Even though children may not be able to tell time or read a clock, it is important to begin teaching them about time. Make time visible by using icons or a chart (like the one below). Let children know how much time has passed and how much time they have left to complete an activity. For example, you could point to the halfway icon and say, “You’ve been working for ten minutes. Half the time is gone. You have ten minutes left.” You can also put up an interactive icon on your SMART board that shows time elapsing.



TIP3

Beat the buzzer. For compliance tasks, like lining up for lunch, children can learn how to do things on time with games like “beat the buzzer”. For example, during clean-up time, challenge children to get things done before a timer goes off or by the end of a song. Start off giving the class more time to complete a task and then reduce the amount of time as they get better at the task. This game should not be used for learning tasks (like completing a math worksheet) when children need time to work through problems and shouldn’t be pressured to go faster than they are able.

TIP4

Create an end goal. Give children a goal that they want to achieve at the end of a timed activity. For example, tell children to draw a picture in 20 minutes. Let them know that if they finish on time, they get to do “show and tell” and share their picture with the class.

How can I encourage children when I see them trying to learn this skill?

Acknowledge children for their efforts! For example, say, “Great job getting in line for lunch quickly, Asher,” or “Mariah, you worked hard to get your worksheet done by the end of class!”

To learn more about the tips and where they came from, please visit our references page: ckphilly.org/citations