

Classroom Survival Skill

Staying on Task

Week of: ___ / ___ / _____

Staying on Task

1. Look at your task or assignment.
2. Think about the steps needed to complete the task.
3. Focus all of your attention on the task.
4. Stop working only when instructed.
5. Ignore distractions and interruptions.

<i>Day of the Week</i>	<i>Staying on Task Activity</i>
<i>Monday</i>	<p><i>Staying on Task:</i> This week we are going to talk about the steps for <i>Staying on Task</i>. Let's review the five steps all students must do when <i>Staying on Task</i>: Step 1. Look at your task or assignment, Step 2. Think about the steps needed to complete the task, Step 3. Focus all of your attention on the task, Step 4. Stop working only when instructed, Step 5. Ignore distractions and interruptions. We will be practicing these steps all week. When you are able to demonstrate <i>Staying on Task</i> appropriately you have a better chance of completing your assignments on time.</p>
<i>Tuesday</i>	<p><i>Staying on Task:</i> Remember this week we are talking about <i>Staying on Task</i>. Let's review the steps for <i>Staying on Task</i>. Okay, today we are going to talk more about the first and second step. Step 1 is Look at your task or assignment. Who can show me how you would look at your task or assignment? (Role-play example/non-example whole class). Step 2 is Think about the steps needed to complete the task. Why is it important to think about the steps needed to complete the task? Give examples and non-examples of look at your task or assignment and think about the steps needed to complete the task.</p>
<i>Wednesday</i>	<p><i>Staying on Task:</i> Remember this week we are talking about <i>Staying on Task</i>. Let's review the steps for <i>Staying on Task</i>. Okay, today we are going to talk more about the third and fourth step. Step 3 is Focus all of your attention on the task. Who would like to role-play with me what it looks like to focus all of your attention on the task? Why would it be important to focus all of your attention on the task? Step 4 is Stop working only when instructed. Who would be instructing you to stop working? (Role-play examples/non-examples whole class). Why would it be important to stop working only when instructed?</p>
<i>Thursday</i>	<p><i>Staying on Task:</i> Remember this week we are talking about <i>Staying on Task</i>. Let's review the steps for <i>Staying on Task</i>. Okay, today we are going to talk more about the fifth step. Step 5 is Ignore distractions and interruptions. Who would like role-play with me what it would look like to ignore distractions and interruptions? Now Role play with your partner ignoring distractions and interruptions. Why would it be important to ignore distractions and interruptions? What are some ways to ignore other's behavior?</p>
<i>Friday</i>	<p><i>Staying on Task:</i> This week we talked about the steps for <i>Staying on Task</i>. Today we are going to role-play all of the steps for <i>Staying on Task</i>. Who would like to be the first volunteer?</p> <p>We are going to review the <i>Staying on Task</i> PowerPoint.</p>