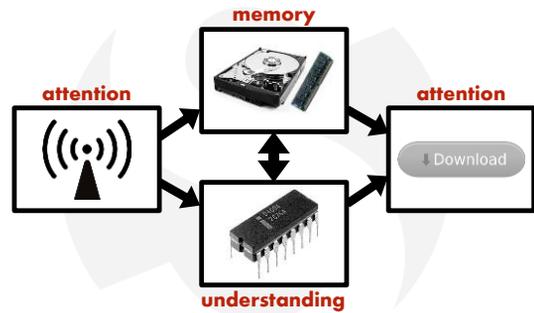


Focus Organization Time Management in a Virtual Learning World

Craig Pohlman, Ph.D.



<p>architect</p> <p>design</p> <p><i>knowledge access, idea generation</i></p> <p>memory understanding</p>	<p>general contractor</p> <p>execution</p> <p><i>planning, pacing, self-monitoring</i></p> <p>Download</p> <p>attention</p>
--	---

how to improve Focus Organization Time Management

1. be alert for simple solutions
2. organize the organizing
3. make fun your friend
4. add to the toolbox
5. collaborate at every turn

1. be alert for simple solutions

- week view vs. month view
- read questions before reading passage
- have enough paper space for math
- screen shot from PowerSchool to view on phone

how to improve Focus Organization Time Management

1. be alert for simple solutions
2. organize the organizing
3. make fun your friend
4. add to the toolbox
5. collaborate at every turn

2. organize the organizing

1. organize for your child
2. model organizing for your child
3. organize with your child
4. review how to organize
5. pose questions about organizing
6. prompt organizing
7. cruise control



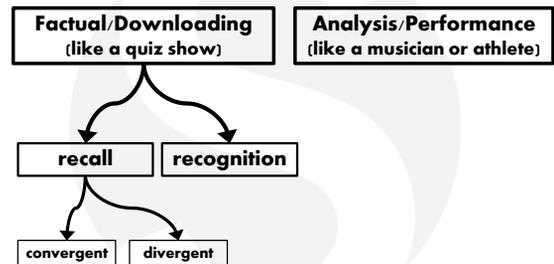
backward planning



backward planning

- ✓ **brainstorm, set topic**
October 7
- ✓ **research, outline**
October 14
- ✓ **first draft complete**
October 21
- ✓ **science report final draft**
October 28

two types of tests



Recall	vs.	Recognition
The answer is <i>not</i> in the question and must be pulled from long-term memory.		The answer is embedded in the question somewhere.
Convergent Recall → One or very few correct answers Examples: <ul style="list-style-type: none"> • $9 \times 7 = ?$ • Who was the 16th President of the United States? 		Examples: <ul style="list-style-type: none"> • How many chromosomes are in each human cell? a. 23 b. 26 c. 43 d. 46 • True/False: The United States Declaration of Independence was adopted on July 4, 1778.
Divergent Recall → Multiple correct answers are possible Examples: <ul style="list-style-type: none"> • What brought the Cold War to an end? • Give an example of an organ in the digestive system. 		
constructed response		selected response

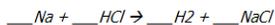
analysis/performance examples

Find the slope of the line containing the given points:
 $(0, 5)$ and $(3, -1)$

solving math problems

analysis/performance examples

Balance the following equation:



balancing equations

analysis/performance examples

Nothing Gold Can Stay
by Robert Frost

Nature's first green is gold,
Her hardest hue to hold.
Her early leaf's a flower;
But only so an hour.
Then leaf subsides to leaf.
So Eden sank to grief,
So dawn goes down to day.
Nothing gold can stay.

Discuss how this poem relates to your childhood.

analyzing literature

analysis/performance examples

Answer each of the following questions using complete sentences.

1. ¿Cómo estás tú?
2. ¿Adónde vas este fin de semana?

conjugating verbs, building sentences

An effective studier is *strategic*

- plans *how* to study
- not just the scope of information
- active study tactics based on test/question type



active studying with practice tests

"going over" notes, study guides, text book, etc.

building a practice test

swapping practice test with a study partner

grading partner's performance on practice test

explaining correct/incorrect answers from practice test

discussing why questions might be on real test

finding practice questions

- textbook (problem sets not used)
- teacher (maybe from previous years)
- peer or parent (from models)
- online
- make your own (change numerical values)

tips for taking practice tests

- choose a quiet setting
- simulate the test-taking environment
- create time pressure
- answer all questions (mistakes can be analyzed)

3. make fun your friend

"Play is the highest form of research."
–Albert Einstein

"Play is our brain's favorite way of learning."
–Diane Ackerman

- games & apps (Vocab.com)
- scavenger hunts
- pop culture analysis



cognitive cinema

watch-read-watch-read

- movie clips
- trailers



front-loading

- architecture
- topography
- climate
- fashion



how to improve **Focus** organization Time Management

1. be alert for simple solutions
2. organize the organizing
3. make fun your friend
4. add to the toolbox
5. collaborate at every turn

how to improve **Focus** organization Time Management

1. be alert for simple solutions
2. organize the organizing
3. make fun your friend
4. add to the toolbox
5. collaborate at every turn

format shifting

- transforming info from one format to another
 - active process more deeply embeds info
 - text to graphic organizer
 - visual material to text
 - placing key info in a table
 - color-coding (the color has to represent something)
- | | | | |
|----------------|-----------------------|--------------------|---|
| • Text | • Cluster diagram | • Color-coded | • T-chart |
| • Flow chart | • Graph | • Outline | • List |
| • Venn diagram | • Illustrated diagram | • Comparison chart | • Graphic organizer (Handwritten or using software like <i>Inspiration</i> or <i>iMindMap</i>) |

how to improve **Focus** organization Time Management

1. be alert for simple solutions
2. organize the organizing
3. make fun your friend
4. add to the toolbox
5. collaborate at every turn

5. collaborate at every turn

- steer without letting on that you're steering
- illusion of control
- give choices
- ask questions, elicit thinking
 - "How are you going to get that done?"
 - "When is that going to happen?"
 - "What's your schedule?"
 - "Tell me what your approach will be."

Focus Organization Time Management in a Virtual Learning World

Craig
Pohlman, Ph.D.

Craig Pohlman, Ph.D.

cpohlman@southeastpsych.com

704-552-0116

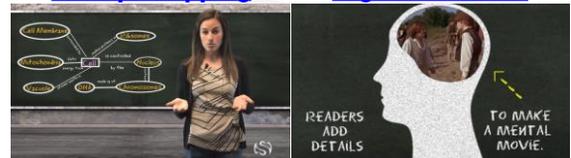
Southeast Psych
<http://www.southeastpsych.com/>

Psych Bytes
(resources, content)
<https://www.psychbytes.com/>

LINKS to VIDEOS

[concept mapping](#)

[cognitive cinema](#)



[format shift](#)

[2 test types](#)

