

daily homework
tracking sheet
for better
executive
function





Common Core Standards have arrived causing parents and teachers to wonder, “How can we help our children organize and execute their homework in a more effective way?”

What is different about the Common Core Standards is that they emphasize **critical thinking**.

Where in recent years academic work focused on **memorization and finding the answers** ~ Now homework is more about problem solving, decision making, problem analysis, explaining your answer and even citing where you found the data to support your answer. This all needs to be done in a timely, well-organized manner.

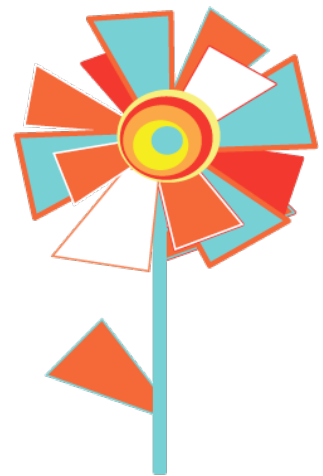
Executive function skills such as previewing, planning and “thinking with the end in mind,” are embedded in the critical thinking process, but most of us do not know how to teach our children better thinking skills. **How can we help our children with advanced thinking skills?**

One approach to successful homework initiation, execution and tracking is the **DISCRETE TASK METHOD** (Kenney, 2012).

Research shows that when a child opens the school planner and transfers all assignments from each subject to a one page worksheet this assists with simultaneous and sequential processing. The child is able to “see” the entire picture of what is due in a day or in some classrooms, in a week.

Then the child is better able to break down the assignments into **parts including the materials needed and the tasks that need to be completed.**

For many students the enormity of homework is overwhelming. Children have assignments in many subjects due on different days. Separating the assignments into parts or discrete tasks, makes them more manageable.



easy as 1-2-3



Keeping track of each assignment, it's stage in progress and it's delivery to school includes "project management" skills similar to the process engineers, architects and developers use in the adult work world.

How do we become better "critical thinkers" and "project managers"?

First we look at the **big picture of the week**. What assignments or projects are due?

Second we **separate the assignments into discrete orderly tasks**.

Third we **write down what part of each task we will do each day**. We estimate the time it will take.

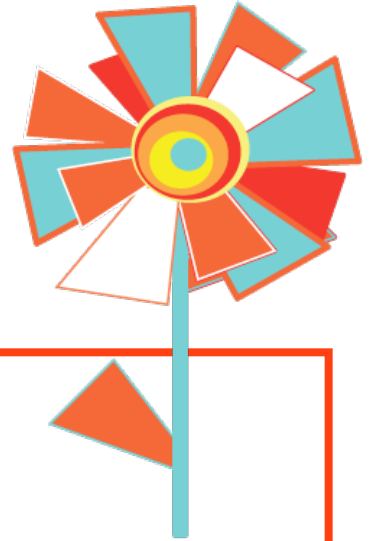
Then day by day **we do each part** of the assignment to completion.

Having a "method" to manage homework improves self-confidence, reducing homework avoidance.

two practical tools

The Daily Homework Planner

Fundi ~ Films to enhance executive function



We use the following one pager to monitor our homework progress in each step. Feel free to download it, copy it, remake it or alter it as needed to reflect the subjects your child is required to study on a daily or weekly basis.

NAME: _____

DATE: _____

My Day Hour By Hour

Homework	What I Need to do my work	Estimated Time Needed	Due Date	Future Planning/ Needed Help
Math Assignment:				
Reading Assignment:				
Social Studies Assignment:				
Science Assignment:				
Other Subjects:				
1				
2				
Project Planning	Day 1	Day 2	Day 3	Notes
Class				
Assignment				
Discrete parts of the project				
What I will do when				
1				
2				

6:00 am.....
6:30 am.....
7:00 am.....
7:30 am.....
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9:00 am.....
9:30 am.....
10:00 am.....
10:30 am.....
11:00 am.....
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12:30 pm.....
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9:00 pm.....
9:30 pm.....

TO DO TOMORROW (don't forget): 1.

2.

3.

your friend fundi

If you would like more assistance with helping your child understand how to look at the BIG PICTURE, then break tasks into parts, neuroscientists from Spain, Frederic Perez-Alvarez & Carme Timoneda-Gallart, have made short films for children to teach them a method for enhancing planning and task management. You can find the videos here. www.lynnekenney.com/fundi-and-the-brain-cognitive-processes-via-pass-theory/

This method is based on the PASS Theory of Intelligence (Das and Naglieri, 1994). Find more in their book *Assessment of Cognitive Processes*.

Find additional neurocognitive tools at www.lynnekenney.com



Happy Thinking to you!