**Time Management: Robotics Project Weekly Schedule Assignment**

1. Assign each student a robotics project.
2. Discuss the slide presentation.
3. Refer to the slide presentation to develop a time management plan for the project.
4. Review the *Time Management: Robotics Project Weekly Schedule Assignment and* *Rubric* handouts*.*
5. Determine the tasks needed to complete the robotics project.
6. Determine how many class periods the project will take.
7. Reflect on how difficult the project is.
8. Evaluate how prepared you are for completing the project.
9. Record the tasks to be completed in each class period on the weekly schedule handout.
10. Make a robotics project tasks to-do list.
11. Prioritize tasks on the project to-do list
12. Rank the tasks from high-priority to low-priority (top to bottom).
13. Check to see if all tasks required to complete the project are listed.
14. Outline the time and tasks you actually work in red on your weekly schedule handout.
15. Turn in your *Time Management: Robotics Project Weekly Schedule Assignment* for a grade.