

The Mini-projects technique

Metacognitive skill targeted: learning planning, time management

Age group: 10+

Activity Description:

The Mini-projects technique will help you break down longer learning goals into smaller manageable tasks. This way you will enhance focus and become more efficient in your learning.

Instructions:

1. Identify learning goal/s - what specific knowledge or skill do you aim to acquire
2. Break down tasks - divide the activity into smaller, achievable tasks.
Write them down using the worksheet.

Example: Write an essay!

- a) Research the topic***
- b) Outline the essay***
- c) Write the introduction***
- d) Write the body paragraph***
- e) Write the conclusion***
- f) Revision and editing task***

3. Prioritise - decide which tasks are most important or urgent to do first

4. Implement the technique

- a) Set time intervals for each smaller task
- b) Concentrate only on the chosen task
- c) Take breaks between tasks away from work (stretch, do something relaxing)

Useful Tips:

Adjust the approach depending on the activity you are working on.

Task 1

Task 3

Task 6

Task 4

Task 7

Task 2

Task 5

Task 8