

# 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:

- Identify learning goal/s what specific knowledge or skill do you aim to acquire
- 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)

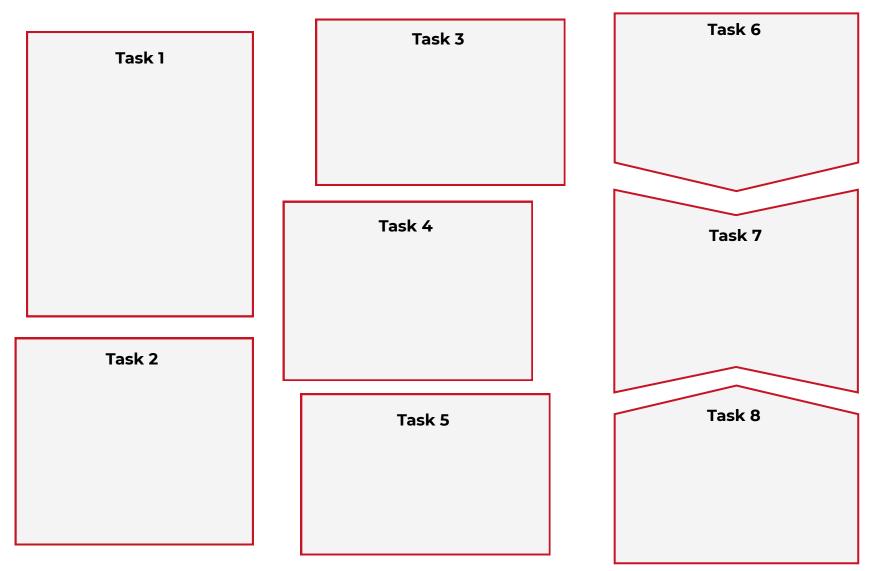
## **Useful Tips:**

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





# Mini projects worksheet



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