

Time for a Party! Portfolio Worksheet

Directions: It's time to plan your party! Think about and answer the following questions to prepare for your event, using the Schedule Table and clock faces to record your thinking.

1. What tasks are involved in planning a party? Use the Schedule Table to list 6 things you need to do to get ready to have people over to your house for this event.
2. How much time do you think you will need to complete each of these 6 tasks? Next to each task in the Schedule Table, write the amount of time you think it will take to complete the task.
3. In what order should the tasks be completed? Which tasks do you need to take care of first, and which ones can wait until a bit later? Put the tasks in order, writing 1 next to the task that should be completed first.
4. What time will you begin each task? Use the blank clock faces to show the time that each task will start and write the start time in the Schedule Table. Use these questions to help you with this step:
 - a. What time will you start your first task?
 - b. How long will the first task take you to complete?
 - c. What time should you begin the second task?
5. Once your schedule is complete, think about and answer the following questions.
 - a. What are some reasons why your schedule may not work out? List two possible reasons.
 - 1.
 - 2.
 - b. What were you thinking about when you were deciding on how long each task would take and what time to start each task?
6. Write two other things for which you may need to create a schedule table.
 - 1.
 - 2.

Schedule Table

Directions: Use this table to brainstorm a schedule to use while preparing for your party.

| Note each task to complete. | How long will the task take? | Put your tasks in order. | Note the time each task will begin. |
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Clock Faces

Directions: Use the blank clock faces to show the time you will start each task for your party. Don't forget to label each clock with the name of the activity.

