

Completes Work on Time

What does “Completes Work on Time” mean?

This skill relates to a child’s ability to finish a task given by a teacher or parent within a certain time. To show this skill, a child must meet expectations set by the adult within the time set by the adult. For example, the adult asks the child to clean up their toys in the next 10 minutes. This is an important skill because it shows that children can focus their attention and finish what they start on time.

TIPS for FAMILIES



How can I explain this skill to my child?

Explain to your child that all work has a start time, work time, and finish time. To emphasize the importance of a finish time, point out events in your child’s life that are important to complete on time. You could talk about how it is important to make it to the bus stop on time. If you get there too late, you will miss the bus. When we get to the bus stop on time, we get to ride the bus and get where we want to go!

What are some things I can do to help my child learn this skill?

TIP1 **Begin to teach your child about time.** Children learn about time by seeing routines during the day. For example, in the morning we get up, use the bathroom, and get dressed. By helping your child understand their routines, you can teach them about completing work within a certain part of their day. A chart can help your child learn that they need to complete one activity before they start the next activity.

- Teach your child about time by making a picture chart of their daily routine.
- Put the chart in a spot where your child can see it.
- Have your child check off tasks as they complete them

Get up	Use the bathroom	Brush teeth	Get dressed	Eat breakfast	Put on shoes & coat	Leave for school
						

TIP2

Beat the buzzer. You can help your child learn how to complete their work on time through games like “beat the buzzer.” Before asking your child to start a task, challenge them to complete it before a timer goes off or by the end of a song. Give your child more time to complete a task at first and then reduce the amount of time in the future.

- Only use this game for tasks that your child can do by themselves. See “Demonstrates consistent effort” for information on selecting tasks your child can do alone.
- This game should not be used with learning activities, such as your child’s homework. Children need time to work through learning activities without feeling pressured to finish.
- Try using a sand timer instead of a clock. A sand timer can be easier for children to understand because it shows your child how much time they have to do something, when that time is almost up, and when it is over.

TIP3

Create an end goal. Give your child a goal that they want to reach before time runs out on an activity. For example, tell your child that if they get ready for bed in 10 minutes, then you will have time to read an extra bedtime story.

How can I encourage my child when I see them trying to learn this skill?

Acknowledge your child for their efforts! For example, tell your child, “Wow, Mariah! You worked as quickly as you could to clean up your toys,” or “Asher, you did a great job of getting dressed in time for school today!”

To learn more about the tips and where they came from, please visit our references page: ckphilly.org/citations