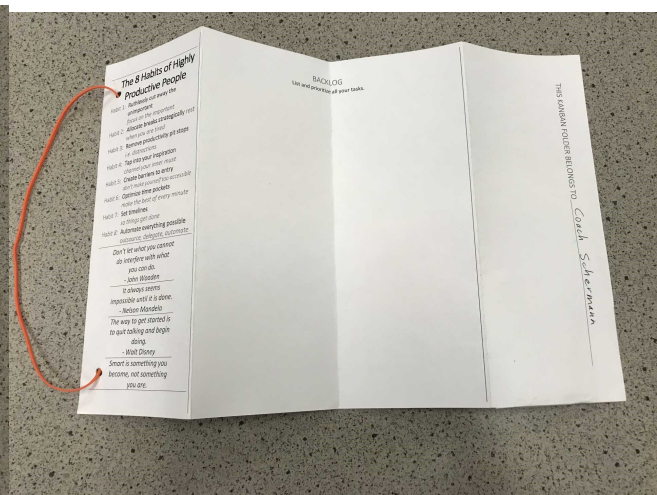
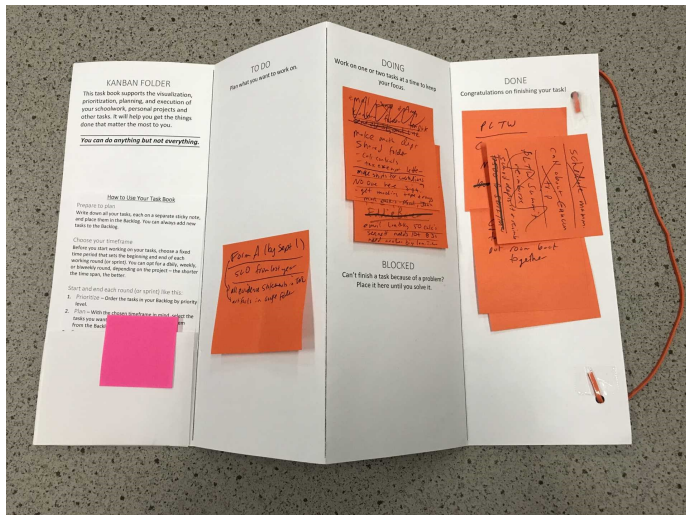


Kanban folder

A Kanban board is a work and workflow visualization tool that enables you to optimize the flow of your work and improve productivity.

- fold on the lines
- hole punch
- cut/attach rubberbands
- tape notecard pocket



KANBAN FOLDER

This task book supports the visualization, prioritization, planning, and execution of your schoolwork, personal projects and other tasks. It will help you get the things done that matter the most to you.

You can do anything but not everything.

How to Use Your Kanban Folder

Prepare to plan

Write down all your tasks, each on a separate sticky note, and place them in the Backlog. You can always add new tasks to the Backlog.

Choose your timeframe

Before you start working on your tasks, choose a fixed time period that sets the beginning and end of each working round (or sprint). You can opt for a daily, weekly, or biweekly round, depending on the project – the shorter the time span, the better.

Start and end each round (or sprint) like this:

Prioritize – Order the tasks in your Backlog by priority level.

Plan – With the chosen timeframe in mind, select the tasks you want to work on in this round. Pull them from the Backlog to the To Do section.

Focus – Once you start working on a task, pull the task card from the To Do section to the Doing section.

Important – Limit the number of tasks “in progress” (aka the Doing section) to a maximum of two. If you can’t work on a task because of a problem, place it in the Blocked section until you solve it.

Finish – When finished with a task, place the post-it note into the Done section (**this feels great!**). Now you can start working on the next task!

Improve – Before you start the next round (or sprint), have a look at your Task Book and ask yourself how you can improve your work. Choose one improvement you want to implement in the next round to make sure you always keep developing your task management skills.

TO DO

Plan what you want to work on.

DOING

Work on one or two tasks at a time to keep your focus.

BLOCKED

Can’t finish a task because of a problem?
Place it here until you solve it.

DONE

Congratulations on finishing your task!

BACKLOG

List and prioritize all your tasks.

The 8 Habits of Highly

Productive People

- Habit 1: **Ruthlessly cut away the unimportant**
focus on the important
- Habit 2: **Allocate breaks strategically**
rest when you are tired
- Habit 3: **Remove productivity pit stops**
i.e. distractions
- Habit 4: **Tap into your inspiration**
channel your inner muse
- Habit 5: **Create barriers to entry**
don't make yourself too accessible
- Habit 6: **Optimize time pockets**
make the best of every minute
- Habit 7: **Set timelines**
so things get done
- Habit 8: **Automate everything possible**
outsource, delegate, automate

Don't let what you cannot do interfere with what you can do.

- John Wooden

It always seems impossible until it is done.

- Nelson Mandela

The way to get started is to quit talking and begin doing.

- Walt Disney

Smart is something you become, not something you are.

Teacher Promises and Student Expectations

- **Take 2 minutes to discuss this at your table.**
- **Hang on to this sheet - we will put it in our notebook today**

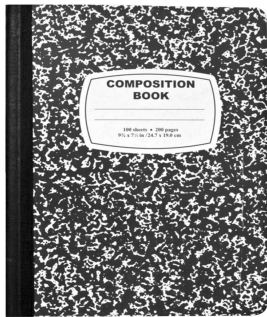
I promise to:

- Establish clear learning targets
- Select challenging problems and tasks that teach you to think for yourself
- Encourage the use of different methods
- Encourage the use of multiple representations of ideas
- Engage students in meaningful discussions
- Ask questions that build on student thinking
- Allow appropriate wait time
- Build procedural fluency from conceptual understanding
- Give students enough time to struggle with a task and ask questions that help with their thinking without stepping in to do the work for them
- Help students realize that confusion and errors are a natural part of learning
- Praise students for their efforts in making sense of mathematical ideas and persevere in solving them

I expect you to:

- Understand what you are learning and why you are learning it
- Use learning targets to stay focused
- Keep track of your progress
- Make connections with prior learning
- Use multiple representations (equation, table, graph, etc) to demonstrate your understanding
- Talk about math by explaining your ideas and reasoning
- Be ready to clarify and elaborate on your thinking
- Think about your response – don't rush your thinking!
- Construct valid arguments and critique the reasoning of others
- Understand and explain the mathematical concepts behind the procedures you use
- Struggle with mathematics and know that breakthroughs often emerge from confusion and struggle
- Persevere in solving problems and know that it is ok to say "I don't know how to proceed from here" but it is never ok to give up
- Help your classmates without telling them the answer or exactly what to do to solve the problem
- Reveal your understanding in your written work and classroom discussions
- Reflect on mistakes to improve your understanding
- Monitor your progress in mastering the learning targets and identify which areas need to be improved

**We will not use a
textbook for this class.
You will need to have a
notebook and a folder.**



*I have notebooks for sale for \$1
if you do not have one today.*

*Review Gear Lab before we
take a Gear Ratio Assessment.

Setting up your INB (interactive notebook)

- number the pages in the bottom right corner (stop at 21 for today)
- on the cover - your name and course name
- inside the cover - Promises and Expectations
- page 1 - Class Title Page (decorate - your choice)
- page 2 - My Math Goals (we will fill this out later)
- pages 3 - 6 - Table of Contents
- pages 7-12 - Vocab
- it will be better if, as a class, we can keep our page numbering the same

My Math Goals

1

2

3

4

My Plan:

2

Date(s)	Title/Topic	Page #s

set up pages 4-6 like this

Vocab

Vocab

set up pages 8-12 like this

left side

space for HW

Topic or Target

key points/

questions

right side

your notes/

work you do in class

space for daily summary