

1.

Start

:00

:45

A

:50

:35

B

:40

:25

## 1

1

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2

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3

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4

5.

5.

**Supplies Needed:** Scissors, tape, pen or pencil

**Instructions: Part 1- Building a timeline:**

1. Using scissors, cut out the above bars numbered 1 – 5 from left to right forming long strips.
2. Tape the left side of bar 2, marked with a letter A, to the right side of bar 1, also marked with a letter A, to form a continuous line. The numbers :45 and :50 will be aligned and equidistant so they are consecutive from left to right.
3. Tape the left side of bar 3, marked with a letter B, to the right side of bar 2, also marked with a letter B, continuing the line where the number :35 and :40 will be aligned, equidistant, and consecutive.

**Part 2 – Filling in the relevant time into the timeline:**

1. Using a pen or pencil, write the hour you would like to start your timeline in the first box labeled Start. For example, if you wanted to make a timeline for the hours of 6:00 AM – 8:00 AM, you would write the number 6 to the left of :00 to make it 6:00 AM. Continue writing the number 6 from left to right across the bar at each of the 5-minute increments (:05, :10, etc.) until the beginning of the next hour at :00. To continue the example, the number 7 would represent 7:00 AM and continued to the next :00 where 8 would represent 8:00 AM.

**Part 3 – Cutting the Minute columns to match the needed time for each task:**

- Step 1. Decide how many minutes a task will take to perform or use a stop watch to measure exactly.
2. Using bar 4, measure out how many minutes a task takes to complete by counting each vertical column as one minute. 1 minute = 1 column. For example, if a task measured 5 minutes, it will contain five vertical columns.
  3. Cut the number of columns from bar 4 or 5 that is equal to number of minutes needed to perform the task.
  4. Label the length of columns you just cut out with the name of the task.
  5. Place the labeled task below the timeline when you would like it to occur where the right side of the task ends at the desired time as indicated on the timeline.
  6. Cut out a length of columns for each task with the same number of columns as minutes needed to complete it.
  7. Slide the tasks left or right along the timeline aligning them at the time the task should start or finish.