

What I contributed to the Time Bandits project in IDT 535 are as follows:

- I organized the group by sending emails out to students who weren't already in a group to see if they would join my group.
- I participated in group brainstorming of ideas and reminded others of our weekly meetings on Skype.
- I took on the role as group leader.
- I created the form format that each of us used in creating our individual lesson plans which were then compiled into a learning unit.
- I created Lesson #2 in our group project, Principles of Time Management based on Stephen Covey's third habit from his book *The 7 Habits of Highly Effective People*.
- I created an outline detailing key concepts of Covey's book and the Third Habit chapter for Jean to follow while developing our online lesson presentation.
- I created the original digital version of Covey's Quadrant matrix which Jean then modified for the group's online lesson.
- I created the digital version of Covey's Weekly Schedule table for students to be able to organize their weekly task for our online lesson presentation.
- I reviewed and corrected all group submissions.