

Take Time to Process

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My tip for this article is to remember to **process**. Information that is reviewed one hour, three hours, or a day later will be remembered better. The more exposure over time to a concept or structure, the more firmly it will be embedded in you memory. Here are 10 of my favorite processing ideas to try in your workshops or classrooms.

- 1. A-Z Review: Roundtable** (A-Z Review blackline below) Letter a page A-Z and have students try to recall information they have learned. For each letter of the alphabet, the team tries to write a word or phrase from the course content.
- 2. Mind Maps:** Solo or as a Team On a clean sheet of paper or flip chart paper students map in what they just learned. Make sure there are plenty of colors!
- 3. Process Questions. Timed-Pair-Share** (Let's Process blackline below) Try these throughout the day... "What is the single most interesting or valuable insight you gained from this section? What I discovered about myself today is..."
- 4. Post-it Post: ThinkPad Brainstorming** Brainstorm key words or phrases and then sort them.
- 5. Aware-flare:** Solo using colored highlighters, students go back through their notes. In the margins they draw icons or pictures to make note of important learnings.
- 6. Best-Manifest:** Solo or Team Discussion (Best Manifest blackline below) Students fill out cloud sheets recalling ideas they remember.
- 7. Standout-Stickers:** Solo give out stickers to each person or place them in the team tub. At a breaking point in the workshop, stop and give the direction go to back and place a sticker next to good ideas, or things they want to remember. As students are deciding where to place their dots they are reviewing content. Remember to play music.
- 8. Tool Toss:** Turn Toss using a wadded up piece of paper or a "stress apple" workshop participants, in teams, toss the item and review tools they have learned they can use in their rooms to add to their toolbox. Students toss to recall information.

9. What's the Question? Showdown The Instructor provides the answers to various content questions and students come up with the question.

10. In Your Mind's Eye: Visualization At the end of a learning section, have students relax. Once students are relaxed, lead them in one of the following ideas:

- a. Relive what they have learned
- b. Jot down notes in their mind's eye
- c. Form mental pictures of key points
- d. Make a mental picture putting into practice what they have just learned. Have them see the scene first from the outside and then step into their body.
- e. Picture mental images of successful outcomes
- f. Anticipate problems and solve them before they occur

(Note: Many neural pathways in the brain which are activated when a person creates a clear mental image of performing an action, are the same pathways used when the behavior is actually performed.)

Set aside time in your workshops or classes for practicing, reciting, reviewing, and processing what your students have learned. If we break apart the learning in small chunks and frequently process it using a variety of structures, we'll have dramatically more teachers and students successful with the Kagan Structures.

See attached images:

Let's Process

Where am I?

Where am I going?

What obstacles do I face?

A to Z Review

A:

N:

B:

O:

C:

P:

D:

Q:

E:

R:

F:

S:

G:

T:

H:

U:

I:

V:

J:

W:

K:

X:

L:

Y:

M:

Z:

Best Manifest



W.O.W!

Best Manifest



Management
Tips...

Structures...