HOW TO GET ORGANIZED ON MONDAYS

(without losing your mind or pulling out your hair!)

ZOOM LINK (Mondays at 1:00PM)

Step 1.

==Think about the type of organizer you like to use:==

Is it a priority for you to be able to <u>physically check off tasks</u> for each class as you finish them?
    or
Do you think it will be more helpful to have a <u>digital planner</u> that includes all the links your teachers are providing?

Step 2.

Review the google doc: <u>3 different ways to organize your week!</u>

If you want a **<u>hard copy</u> of a weekly planner** then print one of the planners we made.
<u>Here's the 1 page planner</u> and <u>Here's the 2 page planner</u>
(or you can just use whatever planner you have been using all year!).
    or

If you want a <u>digital weekly planner</u> then go here. You can copy assigned work from <u>each of your teachers</u> into your own copy of this simple grid (then you'll have all the links they made).

Step 3.

    Identify and highlight assignments from any teacher that you have questions about. Then either:

- ❏ Email/message your teacher to get clarification now; or
- ❏ Decide when to ask for help(Office Hours with your teacher; Support Classes you are enrolled in, drop-in help with the librarians)

Step 4:

    As you are waiting for clarification about assignments, **start work on something that you know you can do**. That will make you feel productive and that always feels good!