

# THINGS TO DO

PRIORITY ITEMS



ANYTIME THIS WEEK

WEEK:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

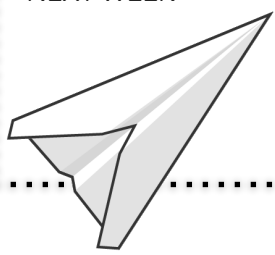
UPCOMING TESTS and PROJECTS



WEEKEND



NEXT WEEK



# THINGS TO CONSIDER



## PLANNING

- What events/commitments outside of school do I have (e.g. clubs, doctor's appointments, outings)?
- What events/commitments do I have that are reoccurring (e.g. practice, club, etc...)
- What classes do I need to study daily for? And how much time do I need to set aside?
- What tests and projects do I have coming up?
- What group projects do I have coming up? What role do I have? Will we meet outside of school?
- What missing assignments do I have?
- What tasks or deadlines are fixed and which ones are flexible?
- What events need to be completed this month? week? day? (today vs tonight) - have an expiration date?
- What are all of the micro or sub lists for this task or project?
- Could my tasks be divided into categories (e.g. personal, school, club/organization)?

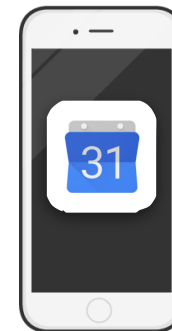
## PERSONAL

- Is there someone I could ask for help with this (teacher, peer, etc...)?
- What tasks are high impact vs. low impact? high need vs. low need? high focus vs. low focus? high complexity vs. low complexity? high priority vs low priority? high effort vs. low effort?
- How long do I think each task will take?
- Do I have all of the resources to complete this task (analog or digital) - textbook, files, device, art supplies?
- At what time during the day/night do I feel most awake?
- How could I reward myself for completing these tasks?

# MONTHLY CALENDAR

DECEMBER 2018

MON	TUES	WED	THURS	FRI	SAT	SUN
					12/1 SAT Testing	12/2
12/3	12/4	12/5	12/6	12/7	12/8	12/9
12/10	12/11	12/12	12/13	12/14	12/15	12/16
Senior Pictures						
12/17	12/18	12/19	12/20	12/21	12/22	12/23
	Finals			Early Release		
12/24	12/25	12/26	12/27	12/28	12/29	12/30
12/31						



## WHAT'S COMING UP?

- 1/8 - BACK to SCHOOL

# TASKS/COMMITMENTS

OUTSIDE OF SCHOOL	REOCCURING	DAILY STUDYING	TESTS/PROJECTS	MISSING ASSIGNMENTS	EXPIRATION DATE EVENTS	RESOURCES NEEDED