

# THINGS TO DO

PRIORITY ITEMS



ANYTIME THIS WEEK

WEEK:

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY

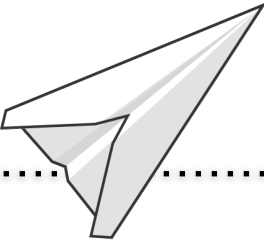
UPCOMING TESTS and PROJECTS



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 for daily? 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? this week? or today? (today vs tonight)? Do they have an expiration date?
- What are all the micro or sub lists for this task or project?
- Could my tasks be divided into categories (e.g., personal, school, club/organization)?

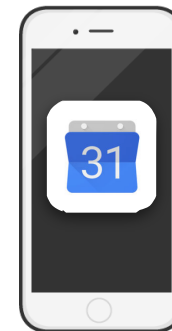
## PERSONAL

- Is there someone I could ask for help with this (teacher, peer, etc...)?
- What tasks are high vs. low impact? high vs. low need? high vs. low focus? high vs. low complexity? high vs low priority? high vs. low effort?
- How long do I think each task will take?
- Do I have all the resources to complete this analog or digital task (e.g., 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

JANUARY 2019

MON	TUES	WED	THURS	FRI	SAT	SUN
	1/1	1/2	1/3	1/4	1/5	1/6
	NO SCHOOL					
1/7	1/8	1/9	1/10	1/11	1/12	1/13
NO SCHOOL						
1/14	1/15	1/16	1/17	1/18	1/19	1/20
1/21	1/22	1/23	1/24	1/25	1/26	1/27
NO SCHOOL MLK Jr. Day						
1/28	1/29	1/30	1/31	2/1	2/2	2/3



## WHAT'S COMING UP?

- 2/18: Student Holiday/Bad Weather Make-Up Day
- 2/26: Early Release / No Homework Night

# TASKS/COMMITMENTS

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