



Let's Get Organized.

TIPS ON ORGANIZATION, TIME MANAGEMENT, AND PLANNING
AHEAD



Organization, time management, planning ahead, creating goals, and prioritizing are all skills essential to becoming a good learner and worker. Developing these skills early will save you a lot of headaches in junior high and high school, and will help you prepare for college and your future career. Striking a sustainable balance between school and play is key. Learning how to most efficiently and effectively use your time for school work, will allow you more time to spend recharging from the week and taking care of yourself. Read on to learn more!

OVERVIEW

HYBRID LEARNING

2020

AT HOME

- KEEP THE SAME ROUTINE EVERY DAY, WHETHER YOU'RE GOING TO SCHOOL OR STAYING HOME
- CREATE A DEDICATED, QUIET, FULLY-STOCKED WORKSPACE
- DEVELOP A DAILY SCHEDULE THAT MIMICS YOUR SCHOOL DAY
- REMOVE DISTRACTIONS
- EACH MORNING, CREATE A PLAN. START WITH A LIST OF EVERY ASSIGNMENT YOU NEED TO COMPLETE THAT DAY AND DECIDE WHEN YOU'LL DO THEM

- ASK QUESTIONS!
- WRITE DOWN ALL DUE DATES AND ASSIGNMENTS
- BE PREPARED: HAVE WHAT YOU NEED FOR CLASS AND MAKE SURE YOU BRING HOME WHAT YOU NEED FOR THE NEXT DAY
- GET EXTRA HELP DURING AO

AT SCHOOL

SCHOOLGY

- LOG INTO SCHOOLGY EVERY SINGLE WEEK DAY
- CHECK EVERY CLASS, EVERY DAY
- NOTIFY A TEACHER IMMEDIATELY WHEN YOU HAVE AN ISSUE
- EMAIL YOUR TEACHERS WITH QUESTIONS OR FOR EXTRA HELP
- CONTACT MS. CLARK OR VISIT THE TECHNOLOGY ASSIST PAGE ON THE MBJH WEBSITE FOR ADDITIONAL HELP

- PAY ATTENTION TO WHAT YOU NEED TO KEEP GOING
- TAKE FREQUENT, SHORT BREAKS
- FIND WAYS TO DECOMPRESS THROUGHOUT THE DAY
- PURPOSEFULLY ENGAGE IN ACTIVITIES THAT RECHARGE YOUR BATTERY ON THE WEEKENDS

SELF CARE

Organization

While some people are naturally good at getting things organized, most people have to learn how to organize their

things. It can be very overwhelming to see all your stuff jumbled together and lack a clear starting point or structure.

With these tips, we'll have your day, materials, and mind organized in no time!

First things, first:

- ❖ **Develop a routine**
 - Maintain a similar schedule on the days you're in school and out of school. Waking up early, getting ready, and eating a good breakfast prepares you for the day ahead.
- ❖ **Set rules for yourself**
 - Create specific rules and goals for yourself for getting your work done. They could include daily deadlines of when work must stop so you can go to bed, completing all work before playing, or start studying 1 week before a test.
- ❖ **Make your bed every morning**
 - Starting off your day with a 'win' or accomplishment sets the tone for a productive day.



<https://www.youtube.com/watch?v=3sK3wJAxGfs>

The Night Before...

- ◆ **Lay out your clothes** the night before. All the way down to socks and shoes. You'll be surprised at how much of a difference this step will make in your morning routine.

- ◆ **Pack your lunch** the night before. If you bring your lunch, have everything all packed and sitting in your fridge so as you leave, all you have to do is grab-and-go!
- ◆ **Pack your backpack** the night before. Gather your supplies you used for homework and pack everything back into your bag. Set your backpack by the door so you can pick it up as you leave.
- ◆ **Wake up 5-10 minutes earlier** than you used to in order to avoid a morning rush!
- ◆ **Put sticky notes** on your bathroom mirror or on the front door to help you remember things.



Staying Organized with School Work

- ◆ **Write EVERYTHING down.** Use a notebook or your agenda to write everything, and I mean *everything* down, so nothing slips through the cracks.
- ◆ **Create your own deadlines that are before the actual deadlines.** Make a goal for yourself to have

large assignments or papers completely finished 2 days before they're actually due. This will allow you to take your time with your work and will give you more time at the end to review/edit or get teacher feedback before turning in a final copy.

◆ **Work on one task at a time; don't multi-task!**

Multitasking is not a thing - you are spending short amounts of time going back and forth between tasks. Instead, focus on just one thing at a time and you might surprise yourself with how much more you can get done in a shorter amount of time.

◆ **Use a planner/agenda.** Write down all of your assignments, due dates, and important things to remember in your calendar. When you're at school, write down dates and assignments as your teacher announces them. When you're at home, start each morning by going through every class in Schoology and printing or writing down the TDT's for that day. After you write down a major assignment or test, back up to the week before or more and write a reminder to yourself to start studying!

◆ **Take 5 minutes daily to plan your day.** Taking just a few minutes to think through your day and what you need to do, and then creating a to-do list is the best way to feel organized and in control of your time and assignments. On days you are at school, you can do this during AO or as soon as you get home. When you're working from home, start each morning with this step to help build a routine and make sure you get everything done for that day.

◆ **Develop a specific plan for every upcoming test and large assignment.** Different classes and teachers

require different study methods. Create a plan for each subject on how you will practice and review material, starting a week in advance.

- ◆ **Break bigger tasks into smaller tasks.** Chunking can be a lifesaver! Some assignments seem overwhelming when looking at it as a whole. Break down the assignment into steps, as if you were walking someone else through completing the assignment. Then, start checking the smaller tasks off the list. Hint: if you start a week or two in advance, you can work over multiple days, making the assignment much less overwhelming.
- ◆ **Check your grades and upcoming work WEEKLY.** Log into Chalkable at LEAST once a week, on Wednesday or Thursday, to check your grades and assignments for the week. This habit will help you take responsibility for your work and keep you informed of where you need to improve. Take some time at the end of the week to look ahead in all of your courses on Schoology to get a better understanding of the upcoming week.
- ◆ **Double check you've completed all the work that's due the next day.** Go through your classes on Schoology one last time before you close your Chromebook for the day every day to double check that you didn't miss anything and all your work has been completed and turned in. Check each course's TDT for a checklist of the work that day.
- ◆ **Take 10 minutes and look back over your notes from the day, every day.** Flip through your notebooks and review your notes and the content learned that day. You might be surprised at how much more you remember when you study in small chunks over time!

- ◆ **Keep an ongoing list of questions you have about class material.** Keep a list of questions or material you need more help with in your binder for each class. When you've gotten the answer, cross it off. If you notice you're having trouble with the same things over and over, schedule a time to meet with your teacher for extra help. This step is especially important while we are in the alternating schedule.

Working or Studying at Home

- ◆ **Clear your desk at the end of each day.** Starting a homework or study session at a clean, organized space can make you more productive. Decluttering your desk at home frequently helps to declutter your mind so you can focus on the important things.
- ◆ **Create a conducive environment at home for working.** Maybe sitting on the couch in front of the TV or at the kitchen table with everyone around you isn't allowing you to do your best work. Often, finding a quiet, clean space away from noise and people can increase your productivity so you do more in less time.
- ◆ **Before you start working, eliminate all distractions.** Put your phone in another room. Turn off the TV, grab a snack or a drink, and use the restroom before you sit down so that you're ready and focused to get your work done.
- ◆ **Use a stopwatch or timer.** It can be hard to get work done while you're at home, where everything is familiar, comfortable, and relaxed. Finding focus may be a real struggle some days. Use a stopwatch or a

timer (that isn't on your phone or tablet) to set short periods of focus time. At the end of 20, 30, or 45 minutes, set the timer for a 3 or 5 minute break to stretch your legs or get anything you need before you start your next work session.

- ◆ **Double check you've completed all the work that's due the next day.** This is included twice because it's that important! Go through your classes on Schoology one last time before you close your Chromebook for the day to double check the TDT so you didn't miss anything and you feel confident that all your work has been completed and turned in.

Adapted from <https://www.daniel-wong.com/2017/04/10/students-get-organised-for-school/>.

Time Management



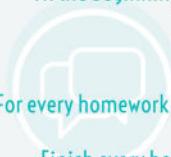


You are now leaving the Procrastination Station!

Time Management Tips



- Take a study break every hour for about 10 minutes
- If you're feeling unmotivated, set a timer for 2 minutes
- Make good use of your travel time. If you can, work in the car on the way to practice
- Keep a time log for a few days
- If you don't understand a new concept, speak to your teacher right away
- Keep an ongoing list of every single thing you have to do
- Unfollow everyone on social media, except the people you really care about
- Turn off notifications on your tablet and phone
- Unsubscribe from all YouTube channels
- Mute your group chats on your phone
- Use a very long password for your tablet and phone
- Delete all social media apps on your phone and tablet
- Set time limits for "time-wasting" apps
- Before you start a study session, put your tablet and phone in another room
- At the beginning of each study session, write down the task you're going to work on
- Create a rough schedule for each day of the week
- Be realistic about what you can accomplish in a day
- Make time to reflect on a weekly basis
- For every homework assignment you receive, decide when you're going to start working on it and estimate how long it will take you
- Finish every homework assignment at least 1-2 days before it's due, when possible
- Learn to say "No"
- Determine when you're most productive and work on your hardest assignments during that time
- In your agenda, block out time for homework and studying
- Remove all distractions from your study table
- Get 8 hours of sleep every night
- Prepare for class every day
- Exercise at least 3 times a week
- Write down all your test dates and assignment due dates in your agenda
- Set reminders for when to start studying for tests
- Review new information you've learned within 24 hours
- For projects and big assignments, always be clear about what the next step is
- If you're feeling unmotivated, change your study environment
- If a task takes less than 2-3 minutes to complete, do it right away
- Create a study plan for every test and exam
- Put a clock on your study table
- Eliminate any perfectionist tendencies
- Clear your study table at least once every couple days
- Write down your priorities and review them weekly
- Check your text messages just 3-4 times a day
- Eat a healthy breakfast every single day
- Make a list of your main distractions and time wasters, and eliminate them
- Set a fixed time to stop work each day
- Hang out with motivated and productive people
- Listen to baroque or classical music while you're studying



Adapted from <https://www.daniel-wong.com/2017/07/17/time-management-tips-for-students/>.



Click [here](#) for more details about these time management tips!



Self-Care



Self-Care

What is Self-Care?

Self-care is intentionally taking care of your needs so that you can function to the best of your abilities. Critical to self-care is creating a balance between school and play. Purposefully creating time to do what you love and recharge your battery is key to living a healthy life.

Know yourself and your limits

Get the sleep you need, and know how and when to rest

Make sure you're well fed

Find a way to decompress throughout your day

Give thought to changing difficult school situations

Get to know YOU better

Identify what you enjoy doing and what's fun for you and make a serious effort to integrate it into your day

Know how to decompress after a day's work

Feed your spiritual self

Take time to love and appreciate yourself

Why is Self-Care Important?

Self-care allows you to take care of your needs so you can keep going. When you don't take a break to recharge, you become enveloped in overwhelming stress and anxiety, which leads to fatigue and burnout. Practicing self-care protects "the energy that we need in order to survive and thrive". Self-care helps you manage your stress and address the needs of your body and mind. With so much going on in the world and with so many responsibilities, it is necessary to take a step back and take care of you regularly and often.

What Does Self-Care Look Like?

Self-care is different for everyone, so find what works for YOU!

Carve out time every day

to practice self-care

Practice Mindfulness

Exercise

Get Good Sleep

Creative Expression

Play with a pet

Meet and communicate with friends

Appreciate nature

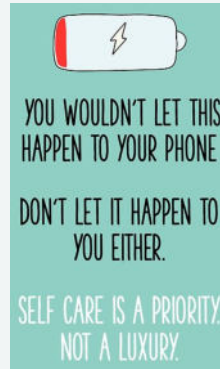
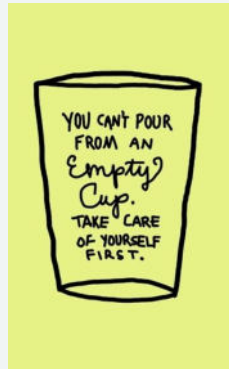
Turn off your phone

Do something for someone else

Sources and more information at

<https://www.psychologytoday.com/us/blog/inside-out-outside-in/201912/11-self-care-tips-teens-and-young-adults> and

<https://www.psychologytoday.com/us/blog/skinny-revisited/201805/self-care-101>.



115 Self-Care Activity Ideas

Self-Care Activities

For Teens

- Listen to music
- Take a shower
- Talk to a friend
- Watch a movie
- Read a book
- Go for a walk
- Ride your bike
- Exercise
- Play with your pet
- Stretch your muscles
- Do yoga
- Pray or meditate
- Call a friend or relative on the phone
- Go to a park
- Go shopping
- Get a haircut
- Take a nap
- Plan an outing with friends
- Go for a jog
- Write in a journal
- Invite a friend to your house
- Go for a swim
- Go for a hike
- Try a new activity
- Play board games
- Play card games
- Play a video game
- Make a list of people you look up to and why
- Practice deep breathing exercises
- Walk barefoot in the grass
- Read an inspirational book
- Write in a gratitude journal
- Do an arts and crafts activity
- Have a good laugh
- Practice progressive muscle relaxation
- Volunteer in your community
- Start an art journal
- Print and color adult coloring sheets
- Unplug and spend time in nature
- Go stargazing
- Make a fairy garden
- Look at family photo albums
- Read inspiring quotes
- Listen to running water
- Snuggle under a cozy blanket
- Fly a kite
- Write a love letter to yourself
- Make jewelry
- Blow bubbles
- Give yourself a self-massage
- Daydream
- Bake
- Complete a random act of kindness
- Clean your room
- Organize a dresser or a closet
- Plan a trip
- Research a new topic and become an expert on it
- Play around on Google Earth
- Research colleges and careers
- Redecorate or rearrange your room
- Create a goal for the week and list the steps to reach it
- Learn a new trick
- Tie Dye an old t-shirt
- Create a new dance
- Interview a parent or family member about their job
- Catch up on a Netflix show
- Watch a movie that makes you cry
- Try a new hair style
- Play a sport
- Say thank you to someone
- Eat your favorite meal
- Make a vision board
- Try something new
- Start a blog or vlog
- Listen to a podcast
- Get dressed up for no reason
- Do a face mask
- Throw a ball against a wall
- Share your dreams with a trusted adult or friend
- Read a good book for fun
- Fill in your agenda with upcoming important dates
- Create a scavenger hunt around your house

Adapted from <https://www.kiddiematters.com/80-self-care-activities-teens/>.

Counselors

**If you need additional assistance or have any questions,
please contact your grade-level counselor.**

Katherine Williams, Class of 2026 (current 7th graders):
williamsk@mtnbrook.k12.al.us

Casey Lancaster, Class of 2025 (current 8th graders):
lancasterc@mtnbrook.k12.al.us

Jana Lee, Class of 2024 (current 9th graders):
leej@mtnbrook.k12.al.us

Additional Resources



Check out these resources on [101 Study Tips](#) and [20 Scientific Ways to Learn Faster](#). For more information on self-care, check out [Self-Care 101](#) or [11 Self-Care Tips for Teens](#).

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