

Sophomores

January 10, 2017

Objective: Students will be able to create a to-do list that is action oriented and obtainable.

Assignment	Standards	Points	Assigned	Due
Time Management	<ul style="list-style-type: none">• Personal management• Self-management: The ability to regulate one's emotions, thoughts, and behaviors effectively in different situations. This includes managing stress, controlling impulses, motivating oneself, and setting and working toward achieving personal and academic goals.	5	1/10/17	1/10/17

Instructions:

1. Have students complete voting for the White Winter Semi-Formal.
2. Watch the video titled: How to Deal: Time Management and To-Do Lists (downloaded from the AG Video File)
3. Have each student write a "To-Do" list for the day based on the three criteria/rules listed in the video. This includes: 1. Actionable 2. 45/15 rule 3. Be Really Honest

*Feel free to create a list for yourself to share with your students!
4. Have 5 students read their lists for the class and help them refine the lists if needed. Check in with students the next day to see if anyone completed their lists.