EPIC ADVISORY: TIME MANAGEMENT & ORGANIZATIONAL SKILLS
SEPTEMBER 2019
ORGANIZATION IS A SKILL THAT EVERYONE CAN LEARN
Why should you create an organization system that works for you?

• Different people like different systems to keep themselves organized
• The more responsibilities we have, the more likely we are to forget something
• Creating effective systems can help us organize and stay on top of things
• Being organized can decrease stress and anxiety and maximize efficiency
Think to Yourself: How do you make sure you get something done by a deadline?
YOU AND ONLY YOU ARE IN CHARGE OF KEEPING UP, MEETING DEADLINES, AND STAYING ORGANIZED
**USING AN ONLINE CALENDAR SYSTEM**

**Add an event**

- **In day view, tap the Add button at the top right.**
- **Fill in the event details.**
- **Enter the title, location of the event, the start/end times, how often it repeats, and so on.**
ADD AN ALERT

• YOU CAN SET AN ALERT TO BE REMINDED OF AN EVENT BEFOREHAND.

• TAP THE EVENT, THEN TAP EDIT AT THE TOP RIGHT.

• IN THE EVENT DETAILS, TAP ALERT.

• CHOOSE WHEN YOU WANT TO BE REMINDED.
  • FOR EXAMPLE, “AT TIME OF EVENT,” “5 MINUTES BEFORE,” OR ANOTHER CHOICE.

• ADD A SECOND ALERT IF YOU CHOOSE
NEW THIS YEAR: LATE POLICY

- Regular attendance is essential for success in school.
- **As of the bell, if you are not in class you are late.**
- **If you are late** (excused or unexcused):
  1. You must go to the main office to get a late slip.
  2. You will then take the late slip to your teacher to be allowed to enter class.
  3. These late slips will be tracked and consequences will escalate accordingly.
- **This applies to all classes throughout the day.**
Why is being on time important?

- **Punctuality** displays a person’s respect for people and time.

- **Being on time:**
  - Ensures that you don’t miss out on important activities
  - Demonstrates that you are diligent and dependable
  - Shows that you have respect for other people and that you care as much about their time as your own
Why is being on time important?

Three Reasons You Should Arrive Early:

- To give yourself a buffer in case something delays you. Planning to show up at the exact time you need to be there leaves no room for error.

- To be relaxed for the class. Running through the door stressed because you were rushing never reflects well on you.

- To make sure you are prepared for the class. Always arrive early so you will have a few minutes to relax, think about your class, and get organized.
SUBSCRIBING TO THE SCHOOL CALENDAR

1. Go to carsongraham.ca
SUBSCRIBING TO THE SCHOOL CALENDAR

2. **Click on Calendar in the Quick Links**
SUBSCRIBING TO THE SCHOOL CALENDAR

3. **Click Subscribe at the top right of the month**
SUBSCRIBING TO THE SCHOOL CALENDAR

Why do this?

- This will put school events directly into your phone/online calendar
- This will add the daily block rotation into your phone/online calendar
- This will help you stay up to date and better organized!
You have **things to do (tasks)** by a **certain time (deadlines)**, but **when will you do them?**

1. **Set times for completing tasks**
2. **Prioritize tasks** – closer deadlines are higher priority, but working on long term projects in small bits helps break it down
3. **Build in extra time to ensure you don’t run out of time if something takes longer than expected**

**Remember:** You can’t predict how busy things will be and the number of tasks you will have to complete

- Starting the work as soon as possible gives you some control and decreases the chance of work overload
EFFECTIVE ORGANIZATION REDUCES STRESS AND IMPROVES OUTCOMES
ADVANCED AGENDA USAGE:

1. **Prioritize Workflow.** Use your to-do list to your advantage by starting with the most important task.
   - Look at everything on the list—all the homework and assignments for the night.
   - Determine what’s most important/needs to be completed first.
   - Highlight or underline that task.

2. **Put Assignments in Order.** Use A,B,Cs to assign importance and order of completion.
   - If math is due tomorrow, but history isn’t due for 2 days, assign math an A, and history a B.
   - If you have time to complete both, great, if not, then at least the most important task is done

3. **Write Your Thoughts.** Keep track of questions to ask the teacher during the next class, ideas for projects, add-ins for notes, musings about school subjects…
ADVANCED AGENDA USAGE:

5. **Countdown to Tests.** It’s one thing to write down that a test is happening on a given day, but without a countdown, it’s easy to forget about it until you turn the page to that day, then OH NO! Avoid this by keeping a test countdown

   - Write the test day in the agenda on the day of the test
   - Turn to the previous date’s page, and write something such as TEST IN 1 DAY, repeat as needed
   - Schedule in study time between now and the test.

6. **Check off Completed Tasks.** When an assignment is completed, check it off. If time ran out, draw an arrow then flip the page and write the task on tomorrow’s to-do list.

7. **Keep track of extra-curricular activities.** Agendas are not just for school. They’re a great place to keep track of all the to-dos in a day, including extra-curricular activities, chores, sports, etc.

8. **Double Up with a Wall Calendar.** Sometimes it helps to see all upcoming projects and homework at a glance. Write down regular activities and upcoming events and projects calendar to get an idea of how busy the month is and to keep priorities and projects top-of-mind.
IT IS IMPORTANT TO RECOGNIZE WHEN YOUR SYSTEM ISN’T WORKING AND TRY SOMETHING NEW