



# IMPORTANT SKILLSETS FOR STUDENTS

## Getting Organized and Setting Goals (1st Edition)

### In this issue:

- Get Organized for home learning
- Create a space for work
- Set Goals



### Purpose of This Series of Newsletters

The purpose of this Skill Set Newsletter is to help our STARS:

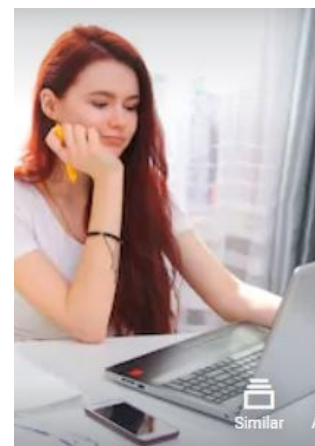
- Meet with success and fully participate on 'Home Learning' days
- Get organized, manage time, develop study skills
- Share ideas and tips for families about how to support at-home learning

### Let's Get Organized

Accomplishing tasks can be made easier if we set goals and get organized. Do you know how to do that? What does it mean to be organized? Organization is a system that you create to keep track of things and it can look different for each person. When we are able to keep track of things and make plans, we experience less stress and anxiety.

### Taking Steps...

1. **Decide on a location** to do your work when you are home. Most people aren't successful when they do their work in front of a TV or in a room with a lot of traffic. Try to find a spot that is quiet and comfortable.
2. **Organize school binders.** Have sections in a binder for different courses or a separate binder for each course. You need to be able to go back to the binder and find things that need to be completed. When things are shoved in a binder, they're hard to find. So, taking time to organize your binder is a smart move.
3. **Make folders** for each course on your laptop so that you can easily find course material and assignments on your laptop. Save all course work in the appropriate course folder on your desktop.
4. Get a calendar or **use a calendar app** on your devices. Record due dates in your calendar app and check it daily to see what is coming up.
5. Think about and **get the supplies you need ahead of time** to complete the task at hand.
6. **Prioritize** your work. You can organize things by due dates, value, or by course. Do the most important things first.



### "Did You Know?"

*One benefit of being organized is that it can help to reduce stress and anxiety.*

## What are Goals?

Goals are things that you want to accomplish like completing an assignment or passing a course. Goals can be short-term or long-term. It's much easier to achieve a goal if you are organized.



## What Do We Know About Setting Goals?

Goals can help you stay motivated and determine the steps needed to complete or improve something. Making lists of things you want to accomplish is a great first step.

Goals can help you better manage your time and think about the things you are trying to accomplish. You are more likely to stay focused if you make goals daily instead of making huge goals that take a really long time to accomplish.

Goals help you to establish better critical thinking skills. This means that goals help you review what you've done, decide what really worked, and think about what you could do differently.

Setting goals and schedules makes it easier to make small sacrifices such as studying instead of playing video-games because you have planned ahead and understand why you need to work towards that goal right now.

As you accomplish  
tasks, cross them off  
your list of things to  
get done.

It feels great!

WHAT DO I WANT?  
WHY DO I WANT THIS?  
WHEN DO I WANT IT BY?



SET YOUR  
GOAL

MAKE YOUR GOAL MEANINGFUL, CHALLENGING, EXCITING AND WORTH PURSUING.

## Setting SMART Goals

1. Make your goal **Specific**: "I want to pass in everything that I owe my teacher in Social Studies teacher *by the end of the month.*"
2. Be sure you can **Measure** your goal: "I want to have my mark in English up to a *70% on my next report card.*"
3. Ensure your goal is **Attainable**: "I want to complete *my French homework* on time this week."
4. Decide if your goal is **Realistic**: "I'm going to pass in my *English assignment* that is due this week and find *one new recipe* for Culinary Technology.
5. Decide if your goal is **Timely** (when will it finish?): "I will study and practice for my Math test on *Saturday from 1 - 3 pm.*"

COOL video here: [Goal S e t t i n g G r o w t h M i n d s e t](#)