

Remote Learning

Be Your Own Boss!

1. Plan your work and work your plan!

You are in charge of how you use your time AND deciding when you need some help.

Scroll down to the next page to check out ideas and a planner sheet to keep track of your work

2. Manage your Email!

You are in charge of how often you look at your email.

Schedule specific times during the day when you will check your email.

In between those times, LOG OUT OF YOUR EMAIL ACCOUNT!

You are the keeper of your inbox.

After you read the message, delete it if you don't need it.



3. Celebrate your hard work!

You need to reward yourself!

Recess—take a walk, ride a bike...get your parent's approval first ☺

Mindfulness Breaks, Virtual Field Trips -- Check out the resources Mrs. Suhajda

and Mrs. Prashar have on their website: <https://reuthercounseling.weebly.com/student-resources.html>

Strategies to Manage Time

Begin With the End in Mind

Before you start, think about...

- What will this look like when I'm done?
- How long will this take?
- What supplies do I need to begin?
- How will I feel or what will I do when I'm done?



Eat That Frog

- Identify the task you don't *want* to do, but actually *need* to do.
- The most challenging or distasteful task = The Frog
- "Eat the frog" first and get it "off your plate."
- Get that task done & out of the way.



Timer Method

1. Identify your tasks.
2. Set a timer for 20 minutes.
3. Work until the timer goes off.
4. Set the timer for a 5 minute break.
5. At the 3rd break, take 15-30 minutes before starting again.



Strategies to Get Help

Use Your Resources

- Teacher: email / website / Google Classroom
- Ask a classmate or family member
- Textbook or Online Textbook
- Re-read directions and look for key-words & clues
- Khan Academy tutorials

Content Help

- Utilize the online check-in time for the class/teacher
- Email your teacher
- Be Specific:
 - Can you explain this in a different way?
 - Can you show me an example?
 - I don't understand # ____
 - I'm not sure what ____ is asking.

Technology Help

- Contact a teacher
- Ask a classmate or family member
- "Google It"- You'll be surprised what you can learn!



Week Of: _____

Crusader Nation Check In

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1st hour		3rd hour		5th hour
<input type="checkbox"/> Check class email <input type="checkbox"/> Write Down HW <input type="checkbox"/> Check in w/ teacher _____ _____ _____ How long will this take? _____ <input type="checkbox"/> Completed	<input type="checkbox"/> Connect with a friend <input type="checkbox"/> Get some exercise <input type="checkbox"/> Work on class work <input type="checkbox"/> Do something positive for someone <input type="checkbox"/> Reach out to a teacher for help	<input type="checkbox"/> Check class email <input type="checkbox"/> Write Down HW <input type="checkbox"/> Check in w/ teacher _____ _____ _____ How long will this take? _____ <input type="checkbox"/> Completed	<input type="checkbox"/> Connect with a friend <input type="checkbox"/> Get some exercise <input type="checkbox"/> Work on class work <input type="checkbox"/> Do something positive for someone <input type="checkbox"/> Reach out to a teacher for help	<input type="checkbox"/> Check class email <input type="checkbox"/> Write Down HW <input type="checkbox"/> Check in w/ teacher _____ _____ _____ How long will this take? _____ <input type="checkbox"/> Completed
2nd hour		4th hour		6th hour
<input type="checkbox"/> Check class email <input type="checkbox"/> Write Down HW <input type="checkbox"/> Check in w/ teacher _____ _____ _____ How long will this take? _____ <input type="checkbox"/> Completed		<input type="checkbox"/> Check class email <input type="checkbox"/> Write Down HW <input type="checkbox"/> Check in w/ teacher _____ _____ _____ How long will this take? _____ <input type="checkbox"/> Completed		<input type="checkbox"/> Check class email <input type="checkbox"/> Write Down HW <input type="checkbox"/> Check in w/ teacher _____ _____ _____ How long will this take? _____ <input type="checkbox"/> Completed

Notes / Important Information:



