

New 2018 Version

Planning, Time Management
& Organization for Success:

Sample

Quick and Easy Approaches
To Mastering Executive
Functioning Skills
For Students

By: Dr. Erica Warren

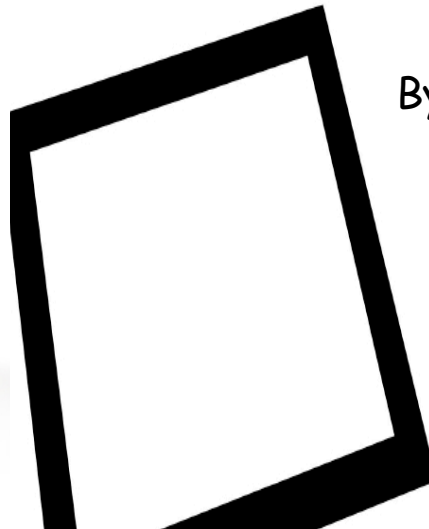
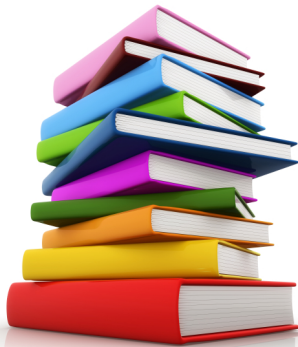


Table of Contents

Introduction	4
Organizational Style	5
Organizational Strategy Sheet	6
Back to School Checklist for Parents	8
Family Life Calendar	9
Picking Your Approach	11
School Materials Checklist	13
Getting Ready	14
Before You Go to School Checklist	15
After School Checklist	16
Teacher Availability and Information Sheet	17
Student Contacts	18
Recording My Grades	19
Planner Options	20
Stop Procrastination	21
Setting Priorities	22
Create a Homework Plan and Stick to the Routine	23
How to Maintain Focus in Class	24
Are you an Active or Passive Learner?	25
Assess your Class	26
Individual Class Evaluation Form	27
Comprehensive Class Evaluation Form	28
Weekday Homework and Activities Schedule	30
Weekend Homework and Activities Schedule	31
How Long Should It Take?	32
Staying Organized	33
To Do Checklist	34
The Two Quickest Ways to Improve Your Grades	35
Long-term Assignments/Projects	36
Planning Long-term Assignments	37
Test Preparation	38
A Checklist for Tests, Midterms and Finals	39
Test Prep Sheet	41
Planning for Midterms and Finals	42
Planning for Assignments and Tests	43
Memory Strategies	44
Memory Strategies Checklist	45
Note-taking Strategies	48
Word Spacing Notepaper	49
Beginners Three-Column Notepaper with a Guiding Middle Line	50
Intermediate Three-Column Notepaper	51
Advanced Three-Column Notepaper	52
Reading Strategies	53
How to Maintain Focus While Reading	54
Reading Strategies for Stories/Narratives	55
Creating Your Own Spectacular Summaries	56
Chapter Summary Sheet	57
Comic Book Summary Sheet	58
Reading Strategies for Textbooks	59

Contents – Continued

Writing Strategies.....	60
Essay Format.....	61
Color-Coded Writing: A Simple Formula	62
Elementary Writing Organizer 1	66
Elementary Writing Organizer 2	67
Middle School Accordion Writing Organizer	68
High School Writing Organizer	69
Transitional Words	72
Elementary Editing Checklist.....	73
Middle School Editing Checklist	74
High School Editing Checklist.....	75
Breaking a Research Paper into Manageable Chunks	76
Main Ideas to Detail Research Approach.....	77
Details to Main Ideas Research Approach.....	78
Math Graph paper.....	79
Large	80
Medium.....	81
Small	82
Tiny	83
Motivation with Incentives Program.....	84
Make a Plan.....	85
Job Checklist.....	86
Two Week Reward Board	87
Four Week Reward Board	88
Daily Reward Board	89
Homework Resources.....	90
Internet sources table	91
Assistive Technology Checklist.....	94
References	95
About Dr. Erica Warren.....	96

PLANNING LONG-TERM ASSIGNMENTS

ASSIGNMENT: _____

DUE DATE: _____ TOTAL # OF ANTICIPATED HOURS _____

BREAK IT INTO MANAGEABLE TASKS WITH DEADLINES.

Do not forget to take into account obligations, like family outings and extracurricular events.

GOAL 1: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 2: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 3: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 4: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 5: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 6: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 7: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 8: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 9: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 10: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>

Once the project plan is complete, record the plan in your agenda or calendar.

TEST PREP SHEET

Subject:	Date of test:
----------	---------------

Chapters/Topics to be Covered (check them off when they are studied):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

What I Need to Review:

<input type="checkbox"/> Text Readings:
<input type="checkbox"/> Handouts:
<input type="checkbox"/> Past Quizzes:
<input type="checkbox"/> Past Tests:
<input type="checkbox"/> Maps/Charts:
<input type="checkbox"/> Labs:
<input type="checkbox"/> Other:

What is the Test Format?

<input type="checkbox"/> Short Answer	<input type="checkbox"/> Matching
<input type="checkbox"/> True/False	<input type="checkbox"/> Essay
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Labeling a Picture, Diagram or Map
<input type="checkbox"/> Fill-in	<input type="checkbox"/> Other: _____

Days I Will Study (fill in the dates):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

Active Study Strategies I Plan to Use:

<input type="checkbox"/> Write summary sheets for readings	<input type="checkbox"/> Recite main ideas
<input type="checkbox"/> Create a study sheet for each topic	<input type="checkbox"/> Draft a map or diagram
<input type="checkbox"/> Connect information to what you know	<input type="checkbox"/> Devise a memory strategy
<input type="checkbox"/> Make flashcards and Rehearse them	<input type="checkbox"/> List related information
<input type="checkbox"/> Design a concept map	<input type="checkbox"/> Practice math problems
<input type="checkbox"/> Draw a time line	<input type="checkbox"/> Review old exams or tests
<input type="checkbox"/> Outline a difficult chapter	<input type="checkbox"/> Organize a study group
<input type="checkbox"/> Predict essay questions	<input type="checkbox"/> Annotate text or handouts
<input type="checkbox"/> Rewrite notes	<input type="checkbox"/> Other: _____

READING STRATEGIES FOR TEXTBOOKS

BEFORE READING:

- Pre-reading a summary of the chapter will help you to get the main ideas so that you can read deeper and visualize the content.
- Question what you already know about the topic.
- Skim the title, chapter headings and images. Then read any previews to determine the main idea of the chapter.
- Predict what will happen in the story.

WHILE READING:

- If your teacher gives you a set of questions to answer about a chapter, make sure you preview the questions. Be sure to read the whole chapter instead of just searching for the answers in the text.
- Consider outlining or creating a web of the chapter.
- If it is your textbook, underline or highlight important points and annotate or take notes in the margins. Otherwise, use a separate notebook to record this information. You can even consider purchasing your own copy of the textbook.

AFTER READING:

- Take special note of all the words that are bolded and underlined. These terms will likely show up on tests. Record them in your notebook, on index cards or on Quizlet.com.
- Chapter summaries are often present, and reading them can help you understand the most important concepts. Summaries can also reveal the "big picture."
- If the textbook offers questions or study aids at the end of a chapter, see if you can answer the questions after you have read the section.

MIDDLE SCHOOL ACCORDION WRITING ORGANIZER

INTRODUCTION	CATCHY OPENER	THESIS STATEMENT - MAIN IDEA OF PAPER	DETAILS - TOPICS THROUGHOUT PAPER



BODY 1	TOPIC SENTENCE/MAIN IDEA	SUPPORTING DETAILS	EXAMPLES/QUOTES

BODY 2			

BODY 3			



CONCLUSION	RESTATE THESIS - CHANGE WORDING OR WORD ORDER	DETAILS - TOPICS THROUGHOUT PAPER	FINAL THOUGHTS - FUTURE CONSIDERATIONS

HIGH SCHOOL WRITING ORGANIZER - CONTINUED

Concluding Paragraph

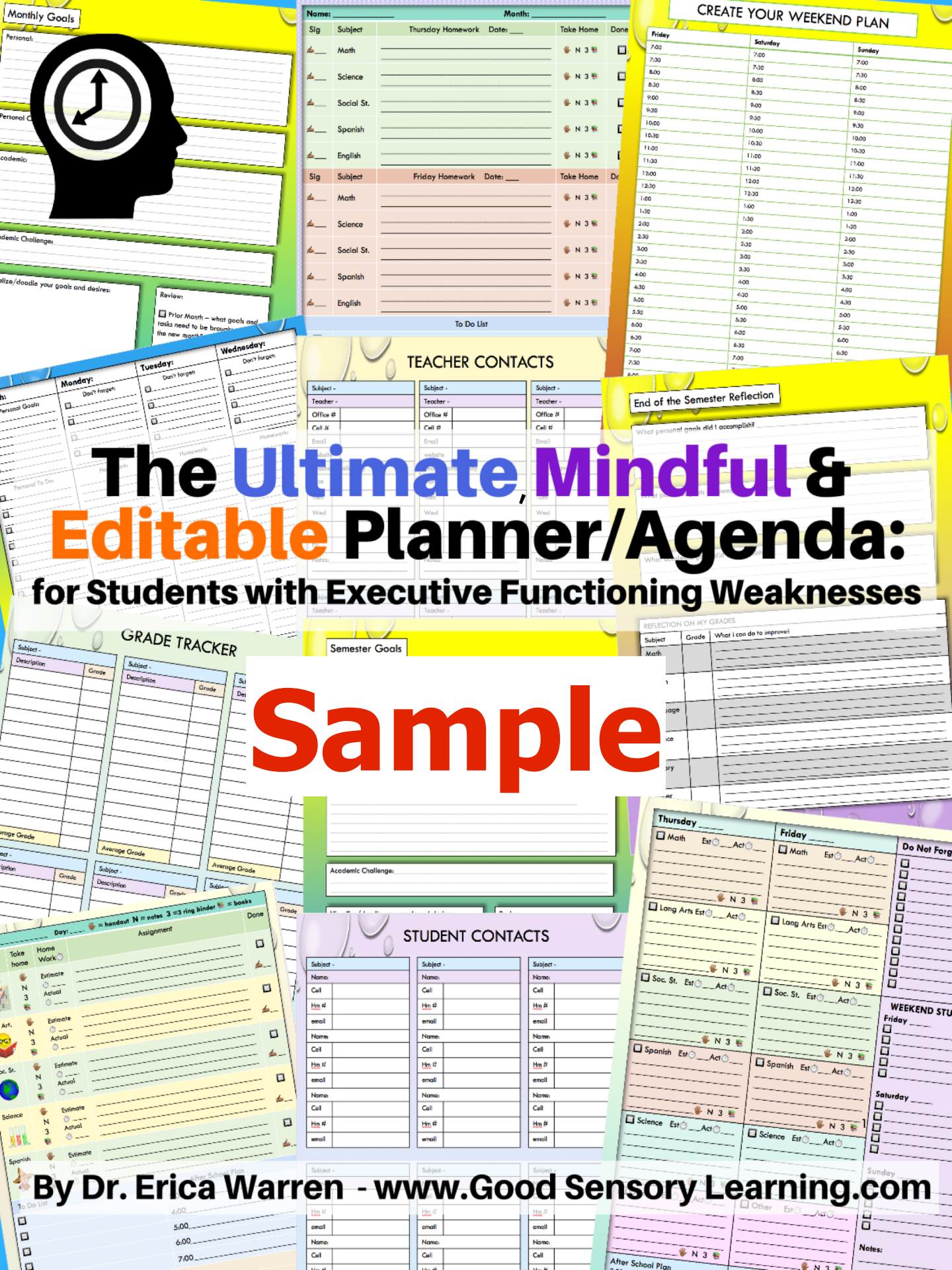
1. Start with a transitional word or phrase and then restate your thesis or main idea of the paper. Communicate the same premise as your thesis; only vary the words and your sentence structure.



2. Briefly restate or recap the topic sentences or main ideas of your body paragraphs in one or two sentence(s).



3. Provide a comment relating to "future considerations about this topic." This should be a catchy closing statement that will make the reader think about possibilities.



The Ultimate, Mindful & Editable Planner/Agenda: for Students with Executive Functioning Weaknesses

Sample

By Dr. Erica Warren - www.GoodSensoryLearning.com



Table of Contents

Page

Introduction	4
Section 1: Planning Ahead	8
Yearly Outlook	9
Monthly Outlook	11
Weekly Outlook	13
Section 2: Checklists and Trackers	15
Book Bag Checklist	16
Reminder Checklist: Home	18
Reminder Checklist: School	20
Grade Tracker	22
Section 3: Contacts	26
Student Contacts	27
Teacher Contacts	29
Section 4: Planners	31
Got it Planner	32
Time Master Planner	37
Top Down Planner	42
Day by Day Planner	47
Weekly, Mindful Planner	50
Daily, Mindful Planner	55
Section 5: Planning and Reflection	58
Semester Goals	59
End of Semester Reflection	61
Mindful Month in a Moment	63
Monthly Goals	65
Weekly Goals	67
Section 6: Creating a Routine	69
Create your Weekly Routine	70
Create your Weekend Routine	72
About Dr. Warren	74

GRADE TRACKER

Subject -	
Description	Grade
Average Grade	

Subject -	
Description	Grade
Average Grade	

Subject -	
Description	Grade
Average Grade	

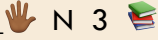
Subject -	
Description	Grade
Average Grade	

Subject -	
Description	Grade
Average Grade	

Subject -	
Description	Grade
Average Grade	

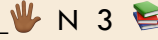
Thursday _____

Math Est ___ Act ___

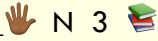


Friday _____

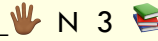
Math Est ___ Act ___



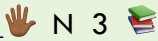
Lang Arts Est ___ Act ___



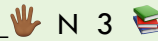
Lang Arts Est ___ Act ___



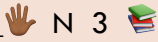
Soc. St. Est ___ Act ___



Soc. St. Est ___ Act ___



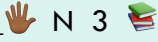
Spanish Est ___ Act ___



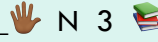
Spanish Est ___ Act ___



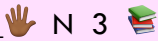
Science Est ___ Act ___



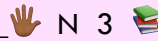
Science Est ___ Act ___



Other Est ___ Act ___



Other Est ___ Act ___



After School Plan

3:00 _____
 4:00 _____
 5:00 _____
 6:00 _____
 7:00 _____
 8:00 _____

After School Plan

3:00 _____
 4:00 _____
 5:00 _____
 6:00 _____
 7:00 _____
 8:00 _____

Do Not Forget

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

WEEKEND STUDY PLAN

Friday _____

- _____
- _____
- _____
- _____
- _____

Saturday _____

- _____
- _____
- _____
- _____
- _____
















Sunday _____
















- _____
- _____
- _____
- _____
- _____

Notes:

Name: _____

Month: _____

Sig	Subject	Thursday Homework	Date: _____	Take Home	Done
 _____	Math	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Science	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Social St.	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Spanish	_____ _____		 N 3 	<input type="checkbox"/>
 _____	English	_____ _____		 N 3 	<input type="checkbox"/>

Sig	Subject	Friday Homework	Date: _____	Take Home	Done
 _____	Math	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Science	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Social St.	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Spanish	_____ _____		 N 3 	<input type="checkbox"/>
 _____	English	_____ _____		 N 3 	<input type="checkbox"/>

To Do List

Notes:

Month:	Monday:	Tuesday:	Wednesday:
Personal Goals: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Don't forget: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Don't forget: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Don't forget: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____
Personal To Do: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Homework: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Homework: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____	Homework: _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____
Academic Goals: <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____			
What positive changes can I visualize?	After School Plan: 3:00 _____ 3:30 _____ 4:00 _____ 4:30 _____ 5:00 _____ 5:30 _____ 6:00 _____ 6:00 _____ 7:00 _____ 7:30 _____ 8:00 _____ 8:30 _____	After School Plan: 3:00 _____ 3:30 _____ 4:00 _____ 4:30 _____ 5:00 _____ 5:30 _____ 6:00 _____ 6:00 _____ 7:00 _____ 7:30 _____ 8:00 _____ 8:30 _____	After School Plan: 3:00 _____ 3:30 _____ 4:00 _____ 4:30 _____ 5:00 _____ 5:30 _____ 6:00 _____ 6:00 _____ 7:00 _____ 7:30 _____ 8:00 _____ 8:30 _____
How can I help others? <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	Gratitude: I'm grateful for _____ _____ _____ _____	Gratitude: I'm grateful for _____ _____ _____ _____	Gratitude: I'm grateful for _____ _____ _____ _____

ABOUT DR. ERICA WARREN

Author, Learnings Specialist, Educational Therapist, and Personal Trainer for the Brain

Aspiring to empower learners of all ages and abilities, Dr. Warren created a special degree program that united research and course-work in Educational Psychology, Special Education, School Psychology, and Adult Education. Her doctorate, in Education from the University of Georgia, focused on the impact of learning difficulties across the life-span, life-long issues in learning, and comprehensive diagnostic evaluations. Additionally, Dr. Warren completed a Master's degree in Educational Psychology, which focused on life-span development, cognition, and learning. Finally, Dr. Warren also has a bachelor's degree in fine arts.

Dr. Warren's diverse training has created a well-rounded expertise in the areas of learning, cognition, assessment, and remediation. Much of Dr. Warren's time remains devoted to working one-on-one with students where her unique, multisensory approach focuses on compensatory learning strategies, cognitive interventions and remedial reading, writing, and math. Dr. Warren founded Learning to Learn, her private practice in 1999, Good Sensory Learning in 2006, Dyslexia Materials in 2013, and Learning Specialist Courses in 2105.

- **Learning Specialist Courses:** <https://www.learningspecialiscourses.com>
- **Good Sensory Learning:** <https://goodsensorylearning.com/>
- **Dyslexia Materials:** <https://dyslexiamaterials.com/>
- **YouTube Channel:** <https://www.youtube.com/user/warrenerica1>
- **Monthly Newsletter, Giveaways and Promotions:** https://app.convertkit.com/landing_pages/69400
- **Private practice:** <http://learningtolearn.biz>
- **Online store:** <http://www.goodsensorylearning.com/>
- **Blog:** <http://learningspecialistmaterials.blogspot.com/>
- **Dyslexia resources:** <http://www.dyslexiamaterials.com>
- **Dyslexia video podcast, video blogs, and resources:** <https://www.godyslexia.com>

[CLICK HERE](#) to view a comprehensive catalogue of Dr. Warren's products