

Time Management



- ▶ Keep using your **planner**, especially the **Priorities** and **To Do** list boxes.
- ▶ Try this [assignment checklist](#). First **prioritize** assignments from simple to complex (or vice versa!). Then **estimate** how long each will take to finish.
- ▶ Work in [chunks of time](#). **Try 25 minutes 'on' and 5 minutes 'off' to start!**

- ▶ Make a **workspace**: **Gather your materials** and make this the **permanent place for them** (if possible). **Materials include:**

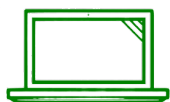
- ▶ **Chromebook**
- ▶ **Pencils/Pens & Paper**
- ▶ **Planner**



- ▶ Remember, **this space doesn't need to be big & should be quiet but not isolated.**

- ▶ **Prop your computer up on a box** so your back is straight.

Workspace



Communication & Technology

- ▶ **Check your email every day!** This is a primary way your teachers will be in touch or important announcements will be sent.
- ▶ **Check MyGDS regularly during the week.**
- ▶ Put your phone away. If you **MUST** have your phone on, **keep it on silent or Do Not Disturb.**
- ▶ Minimize other distractions including **TV, browser tabs, or social media.**

- ▶ Have a **weekly check in with an adult.**
- ▶ **Lots of people are here for you:** your advisor, teachers, Gabrielle (counselor) & Cristina (learning specialist)!
- ▶ Take a **break** to **have a snack, get outside, [do a quick workout](#), or [breathe deeply](#).**

Wellness & Support



Distance Learning:

Tips for Middle School Students

