

Student Choice Lesson





How to plan more efficiently

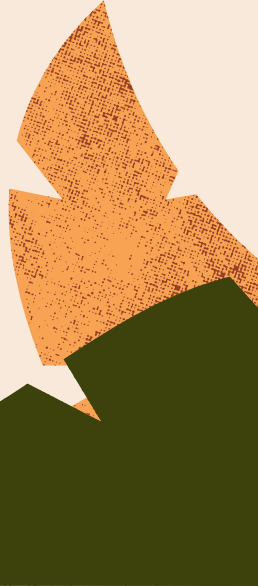
Get to know each other better

How to live a more creative life

How to gain confidence

Travel

How to plan more efficiently



What are some ways that
you plan your day / week
and stay organized? Put
your comments in the chat.



Some tips for effective planning

- Plan out your week in advance in a planner or calendar.
- Keep your daily to do list simple: only plan 3–4 tasks per day.
- Prioritize your to do items – rank in order of importance and start with what is most important.
- Write in pencil or type so you can be flexible and change plans if needed.



**"Things which matter most
must never be at the mercy of
things which matter least."**

-Goethe



Steven Covey's Time Management Matrix

	Urgent	Not Urgent
Important	<u>Quadrant I</u> • Crisis • Pressing problems • Deadline driven projects	<u>Quadrant II</u> • Relationship building • Finding new opportunities • Long-term planning • Preventive activities • Personal growth • Recreation
Not Important	<u>Quadrant III</u> • Interruptions • Emails, calls, meetings • Popular activities • Proximate, pressing matters	<u>Quadrant IV</u> • Trivia, busy work • Time wasters • Some calls and emails • Pleasant activities

**Now, let's get to
know each other
better and play
Two Truths &
One Lie.**



Rules –

- Comments must be APPROPRIATE & KIND.
- Be RESPECTFUL and KIND with your peers.
- No inappropriate language.

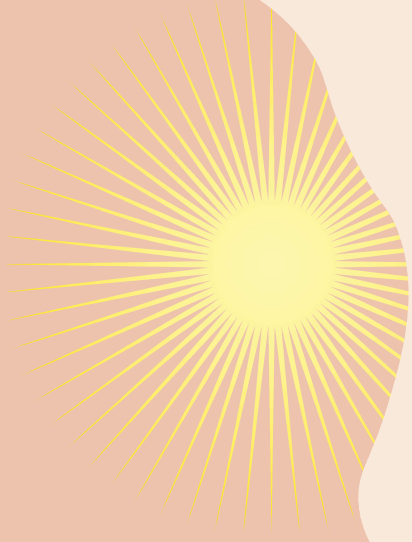


**How to live a more
creative life.**



**"We are, ourselves, creations. And we, in turn,
are meant to continue creativity by being
creative ourselves."**

~Julia Cameron



Morning Pages~

"In order to retrieve your creativity, you need to find it. I ask you to do this by an apparently pointless process I call the morning pages. You will do the pages daily... the morning pages are three pages of longhand writing, strictly stream-of-consciousness... They might also, more ingloriously, be called brain drain, since that is one of their main functions."

-Julia Cameron

