

# TEACHER PLANNING GUIDE

The following chart breaks down each section into topics and activities along with time estimates. Each lesson is designed as a standalone so that you can mix and match content to suit your needs. Here are some examples of how you might want to present this information in class:

1. Pick a Topic of the Month and present a lesson every few days.
2. Do one topic from each section every few days.
3. Set aside an entire week to present all of the material for what we call “FocusWeek.” This can be accomplished with about 1-1/2 hours of class time each day for 5 days and can be a great way to start the school year or a semester.
4. Take as little or as long as you want with this curriculum. The most important part is to integrate the skills into your everyday teaching methods. Make being a *Skilled Student* part of your school’s culture!

Including parents is an important part of this process as well. That’s because we want them to reinforce these skills at home. *The Skilled Student Initiative* is founded on the principle that executive functioning skills are strengthened when practiced across all areas of life. To help make that easier, you will find Parent Handouts arranged by topic at the end of this guide. The handouts provide a Parent Focus activity or topic to discuss for each activity you do in class. As with the curriculum, feel free to mix and match what you send home and how you send it based on how you use this material. You can send a topic at a time or the entire sheet. Another idea is to hold parent workshops to review all the information, then send current activities each week. Whatever you do, please include parents to achieve the strongest results for *The Skilled Student Initiative*.

## The Skilled Student Initiative – High School Teacher Planning Guide

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### INTRODUCTION

Section	Step	Activity	Time	Materials
Introduction	1	Introduce the Skilled Student Initiative and explain purpose	5 min	None
Introduction	2	Review semester goals	Included	Goal list
Introduction	3	Show “The Skilled Student Knows” Flipbook	3 min	Flipbook

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### SECTION 1 – LONG-TERM & SHORT-TERM GOALS

Section	Step	Activity	Time	Materials
Goals	1	Review the “Seven Steps of Goal Setting” handout	20 min	Handout
Goals	2	Complete the “What Prevents Me From Achieving My Goals” worksheet	Included	Worksheet
Goals	3	Post and review Skilled Student long-term goals	Included	Poster/board
Goals	4	Identify personal long-term goal	20 min	Worksheet
Goals	5	Break long-term goal into 3 short-term goals	Included	Worksheet
Goals	6	Create action steps and time estimates	Included	Worksheet
Goals	7	Group Discussion: motivation and demotivation	15 min	None

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