

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*.

SECTION 4 – NOTE-TAKING SKILLS

Section	Step	Activity	Time	Materials
Note-Taking	1	Review “How to Take Good Notes” worksheet	10 min	Worksheet
Note-Taking	2	Practice “Outline Method” of note-taking	15 min	Worksheet
Note-Taking	3	Take notes during peer presentations	10 min	Notebook
Note-Taking	4	Turn notes into flashcards	10 min	Index cards
Study Strategy	5	Teach “Study-Study-Got It Flashcard System”	10 min	Worksheet
Practice	6	Continue practicing note-taking during presentations	10 min	Notebook

SECTION 5 – ORGANIZATION SKILLS

Section	Step	Activity	Time	Materials
Organization	1	Discuss the meaning of organization	10 min	None
Organization	2	Teach “ <i>There’s a place for everything and everything has a place.</i> ”	5 min	None
Organization	3	Discuss labeling and putting names on materials	5 min	None
Organization	4	Introduce paper management system	5 min	Binder or folder
Organization	5	Explain “To Home/To School” sections	5 min	Binder
Organization	6	Compare binder vs folder systems	5 min	Binder/folder
Organization	7	Teach color-coding strategies	5 min	Highlighters
Organization	8	Brainstorm ways to use color organization	5 min	Colored supplies
Backpack Organization	9	Demonstrate backpack compartments	5 min	Backpack
Backpack Organization	10	Discuss daily backpack clean-out	5 min	Backpack