

Name: _____ ID#: _____ Date: _____

Lesson#

9

Organize Your Time & Manage Stress

Layer 1: Collect Prior Knowledge

Scorecard Preview

Directions: Rate yourself on the following scale.

Note: The ratings below do NOT have to *exactly* match to the Scorecard completed at the beginning of the course.

#	Do you...	Pre-Score				
		Always	Sometimes	Never		
23	Feel rushed and/or stressed getting ready for school in the morning?	1	2	3	4	5
24	Miss fun activities because homework and school take up too much time?	1	2	3	4	5
25	Feel stressed or overwhelmed by your daily and school tasks?	1	2	3	4	5

Investigation

Directions: Follow the prompts in the course to fill in the boxes, below.

A

B

C

D

Organize Your Time & Manage Stress

Layer 2: Connect New Information

Key terms

The following terms and concepts are introduced in this lesson:

- **efficiency** - achieving optimal results with minimal resources.
- **life-hacks** - simple strategies to boost productivity.
- **distractions** - interruptions that waste time and should be minimized.
- **multitasking** - handling multiple tasks simultaneously, often reducing efficiency.
- **“focus” music and sounds** - audio tracks designed to improve concentration.
- **environment setting** - tailoring a study space to minimize distractions.
- **power down** - turning off devices to eliminate electronic distractions.
- **optimization** - maximizing time and effort effectiveness.
- **down-time** - inactive periods that can be used productively.
- **layer learning** - breaking learning into smaller sections for better retention.
- **routine** - regular actions that evolve into habits, simplifying mental efforts.
- **habit** - a repeated behavior that becomes automatic after regular practice.
- **stress management** - techniques to alleviate stress, including exercise and cognitive strategies.
- **Coping Cards** - quick-reference tools for stress relief techniques.
- **aerobic movement** - Physical activity that increases heart rate and distributes oxygen through the body.
- **interruption tax** - The cognitive cost and energy drain caused by switching focus due to interruptions.

Sections

This lesson includes the sections below. Use this information to guide your note-taking and track your progress through the lesson.

A. Seek efficiency

B. Reduce distractions

C. Optimize your time

D. Develop routines

E. Manage stress & energy

Name: _____ ID#: _____ Date: _____

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Organize Your Time & Manage Stress

Layer 3: Confirm Understanding

Apply + Practice Part I: Keep a time-log

Directions: In the spaces below, record how you spend your time for two days. Afterwards, follow the prompts on Part II to identify potential “down-times,” distractions, routines, and ways to manage stress.

Day 1		Day 2	
Time	Description of Activity	Time	Description of Activity
4am		4am	
5am		5am	
6am		6am	
7am		7am	
8am		8am	
9am		9am	
10am		10am	
11am		11am	
12pm		12pm	
1pm		1pm	
2pm		2pm	
3pm		3pm	
4pm		4pm	
5pm		5pm	
6pm		6pm	
7pm		7pm	
8pm		8pm	
9pm		9pm	
10pm		10pm	
11pm		11pm	
12am		12am	
1am		1am	
2am		2am	
3am		3am	

Organize Your Time & Manage Stress

Layer 3: Confirm Understanding

Apply + Practice

How to organize time & manage stress

Directions: Use insights from your time-log (Part I) to complete the prompts, below.

Using your time-log, identify two different...

1. ...opportunities for down-time.
Describe them, below:

a. _____

b. _____

c. On your time-log (Part I),
circle the hours/activities
when this down-time is
available.

2. ... times when you experienced
distractions that reduced your
focus and/or productivity:

a. _____

b. _____

c. In the future, what could you
do to reduce or prevent these
distractions?

3. ...routines that could improve
your efficiency:

a. _____

b. _____

c. Name one routine you've
already been using:

Identify two different situations in which you've felt stressed...

1. Name one stressful situation, below:

a. Describe what triggered the stressful
situation:

b. Use the Feelings Wheel to name two specific
emotions you felt that added to your stress:

- _____
- _____

c. Describe two ways you did –or could have–
reduced your stress:

- _____
- _____

2. Name another stressful situation, below:

a. Describe what triggered the stressful situation:

b. In addition to feeling “stressed,” name two
other emotions you felt:

- _____
- _____

c. Describe two ways you did –or could have–
productively reduced your stress:

- _____
- _____

Organize Your Time & Manage Stress

Layer 3: Confirm Understanding

Scorecard Review**Directions:** What solutions have you learned to resolve each problem, below?

For each statement: rate yourself post-lesson, briefly describe a solution you learned, and calculate the difference from your pre-score.

#	Do you...	Solution	Post-Score Always Sometimes Never	+/- change from pre-score
23	Feel rushed and/or stressed getting ready for school in the morning?		1 2 3 4 5	
24	Miss fun activities because homework and school take up too much time?		1 2 3 4 5	
25	Feel stressed or overwhelmed by your daily and school tasks?		1 2 3 4 5	

Rubric: Apply + Practice**Directions:** This rubric is to help you and your teacher evaluate your progress on the Apply + Practice activity.

CRITERIA	EXCELLENT (4)	SATISFACTORY (3)	NEEDS IMPROVEMENT (2)	POOR (1)
Completeness of Time-Log	Fully detailed two-day log for all listed hours.	Complete log with some missing details.	Partial log with many details missing.	Incomplete log or many hours unaccounted for.
Identification of Down-Time	Two clear, well-detailed downtime opportunities with circled evidence.	Two identified but vaguely described downtime opportunities.	At least one downtime opportunity identified, lacks clarity.	Poor identification and description of downtime opportunities.
Analysis of Distractions	Two distinct distractions identified with effective minimization strategies.	Two distractions identified; general minimization strategies.	Vague or incomplete strategies for one or two distractions.	Inadequate identification and ineffective strategies.
Evaluation of Routines	Two efficiency-improving routines clearly described with examples.	Two routines described with less clarity or practicality.	Routines mentioned, but descriptions lack detail on efficiency impact.	Poor identification or description of routines.
Stress Management Analysis	Comprehensive: stress situations, triggers, emotions, and two coping strategies each.	Adequate: stress situations, emotions, and one strategy each.	General stressors and emotions; generic or incomplete strategies.	Inadequate identification of stressors or coping strategies.

Total points: _____ / _____

Name: _____ ID#: _____ Date: _____

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Organize Your Time & Manage Stress

Skill Demonstration Form

The purpose of this activity is to apply the information from this lesson to “real life” situations. It can be a stand-alone assessment and/or used as preparation for the end-of-course Exit Presentation.

Directions

Complete the prompts below, in writing or with multimedia tools.

NOTE: As an alternative to this form, a digital portfolio is provided throughout the curriculum

Section #: _____ Section Title: _____

Chapter #: _____ Chapter Title: _____

1. What is the skill or topic you learned?

(For example: taking notes, using a planner, communicating with teachers, etc.)

2. What is the name of the evidence and a short description?

(Examples of evidence: a page of notes, a page from a planer, an email to a teacher, a photo of your organized binder or bedroom, etc.)

3. How does this evidence illustrate what you learned about this skill or topic?

4. How/why/when do you expect to use this skill or information in the future?

Rubric

Evaluation guidelines are below.

(Your teacher will determine the total number of points possible.)

SCORE	POINTS POSSIBLE	PERFORMANCE INDICATOR
		The evidence provided demonstrates an <u>understanding of the concept/strategy</u> .
		The evidence provided demonstrates <u>appropriate application to a current setting</u> .
		The description of a future application demonstrates an understanding of the <u>potential use</u> for this concept/strategy.
		COMMENTS:

Organize Your Time & Manage Stress

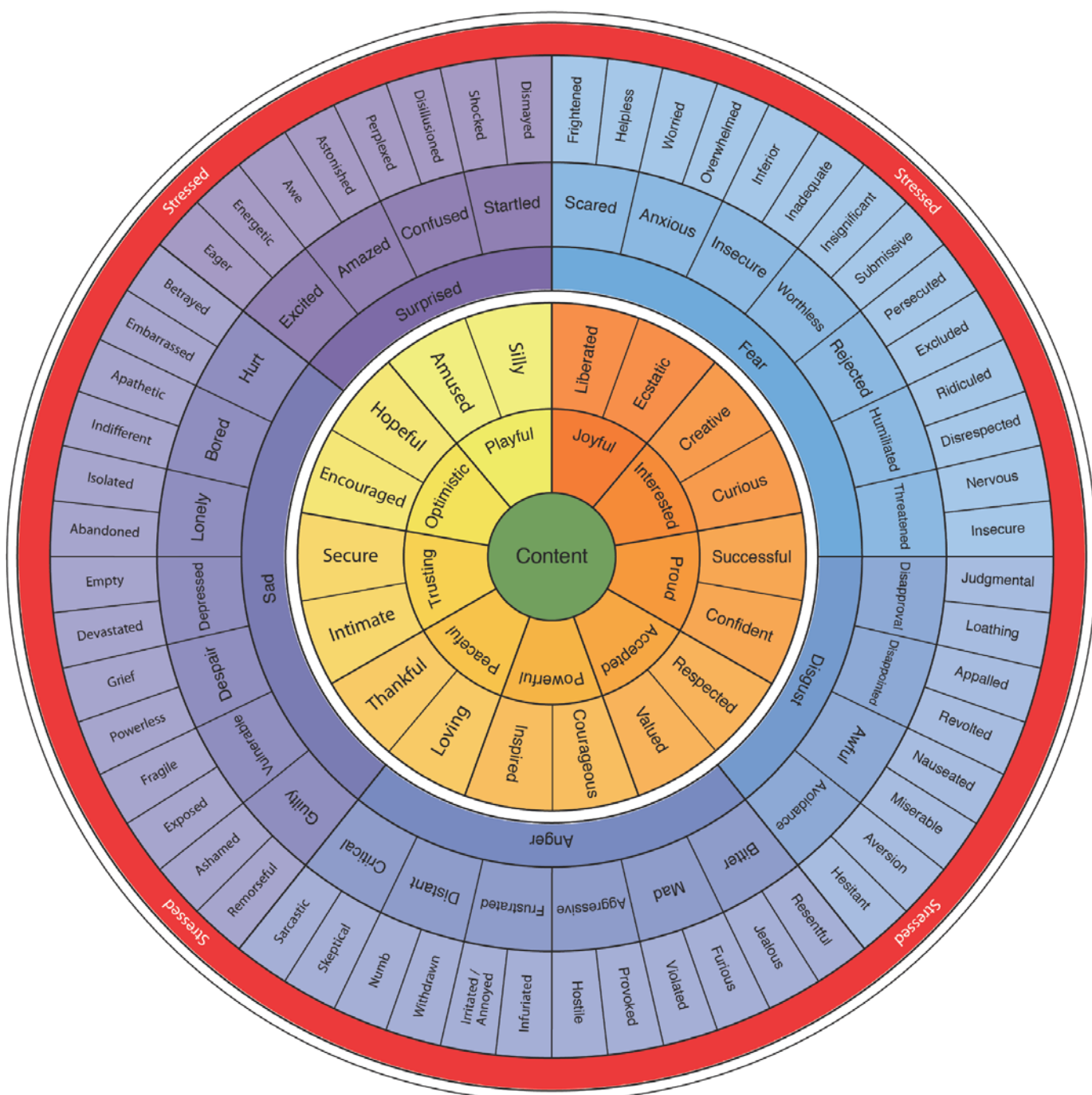
The SOAR® Feelings Wheel

The SOAR® Feelings Wheel



How to Use: Your goal is to be content or "centered" as displayed on the feelings wheel. Any yellow or orange colored feeling that you identify with is simply a version of being content. But, life happens and delivers feelings that drive us away from feeling content. Use the wheel below to identify those feelings by following these steps:

- 1. Start Broad:** Is your feeling from the family of Fear, Surprised, Disgust, Anger, or Sad?
- 2. Narrow Down:** Choose a better description of your feeling from next outer ring within that feeling's family.
- 3. Get specific:** Identify the precise feeling from outer most ring of feelings. Labeling this feeling may provide some initial relief.



Organize Your Time & Manage Stress

The SOAR® Coping Cards

Connect**Apologize**

Was there a conflict?
Were feelings hurt?



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Connect**“Fix It”**

Is there a way to
“repair” the situation?



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Connect**Pay It Forward**

Is there something
to be learned?



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Connect**Help Someone**

How can I invest my
concern/conviction?



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Connect**Seek an Expert/Mentor**

Who can I learn from?



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Connect**Build a Tribe**

Do others need to
connect about
this too?



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Connect**Ask for Help**

Can someone else
help me with
this problem?



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Physiology**Care for Self**

How can I improve my
health to help with
this situation?



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Do/Create**Do Your BEST Work**

What could I do better
or improve on?



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Do/Create**Commit**

A new routine, project, mission, or mindset.



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Do/Create**Learn**

What can I learn to improve the situation?



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Do/Create

Create Something
Bake, design, write, build, grow



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Do/Create

Rearrange or Organize
Are there better ways to handle this?



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Mindset

Follow It Back to the Cave
What are my emotions trying to tell me?



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Mindset

Pray
How can I get help from my higher power?



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Mindset

Meditate/ Be Mindful
How will a clear mindset help me?



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Mindset

Choose Your Attitude
How do I want to BE around this situation?



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Mindset

Express Gratitude
What should I be grateful for?



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Organize Your Time & Manage Stress

The SOAR® Coping Cards

Mindset

Clarity

Determine what you can change and what you cannot change.



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Mindset

Let It Go

“Is it best to let go of this issue?”



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Mindset

Reevaluate Priorities

“What is most important right now?”



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Organize Your Time & Manage Stress

The SOAR® Coping Cards

Mindset

Clarity

Determine what you can change and what you cannot change.



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Mindset

Let It Go

“Is it best to let go of this issue?”



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Reevaluate Priorities

“What is most important right now?”



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Organize Your Time & Manage Stress

The SOAR® Coping Cards

Physiology**Cry****Let it all out!**

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Physiology**Laugh****Watch something funny.**

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Physiology**Breathe****Pause and take several deep breaths.**

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Connect**Bond****with an animal.**

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Connect**Talk****Chat with someone you trust.**

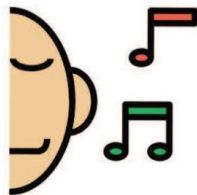
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Mindset**Gratitude****Think about/write down FIVE things you are thankful for.**

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Mindset**Choose Your Attitude****Will it build you up or hold you back?**

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Do/Create**Listen****Get lost in a song.**

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Do/Create**Read****Get lost in a book.**

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Organize Your Time & Manage Stress

The SOAR® Coping Cards

Mindset**Mindful**

Take a few minutes to practice mindfulness. If it helps, download a mindfulness app.



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Do/Create**Write**

a letter, a song, or in a journal.



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Do/Create**Step Back**

Walk away. Take a break from the situation.



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Do/Create**Create**

something beautiful out of your pain. Art * Music * More?



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Physiology**Strike a Pose**

Do some yoga.



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Physiology**Pump**

Do some push-ups.



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Physiology**Take a Nap**

Zzzzzzzzz...



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Connect

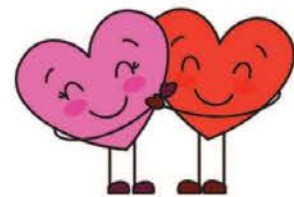
Do something kind for someone else.



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Connect**Hug**

a loved one, a friend, a pet, a stuffed animal.



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Organize Your Time & Manage Stress

The SOAR® Coping Cards

Mindset

Pray

Do you connect with
a higher power?



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Do/Create

Play

a game. with a pet.
a sport. with a child.



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Do/Create

Draw

a picture or
simply doodle.



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Do/Create

Color

a picture or
a piece of art.

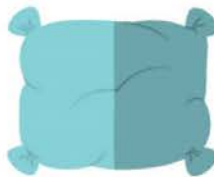


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Physiology

Punch a Pillow

or punching bag or
something that won't
hurt you or others.



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Physiology

Walk

Go for a walk around
the room or
around the block.



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Physiology

Hydrate

Refresh yourself with
a glass of water.



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Connect

Visit

a friend, a neighbor,
or a senior center.



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Physiology

Jump

Do some
jumping jacks.



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Organize Your Time & Manage Stress

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Physiology

Scream
into a pillow.



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Do/Create

Music
Play an instrument.
Write/sing a song.



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Physiology

Eat
a healthy snack.



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