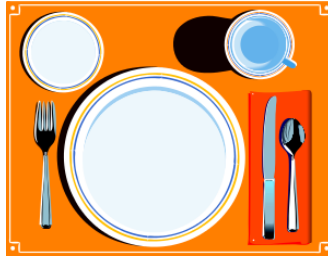


Fostering Independent Learning Skills



SETTING THE TABLE

Preparing to complete work

- **Mental Preparation - Assume a gritty mindset**
 - Take a moment of mindfulness
 - Read an inspirational quote
 - Begin positive self-talk (inner critic vs. inner coach) - “I can do this!”
 - Decide what assignment to begin
 - Picture what done looks like
- **Physical Set-Up - Create a work-friendly space and routine**
 - Choose a consistent space
 - Ready the room (lighting, temperature, noises/music)
 - Display inspirational quotes/images/objects
 - Prepare your screen appearance (font size, size of window, toggling)
 - Minimize distractions (phones, open tabs, siblings)
 - Identify and collect the tools you need (timer, charged Chromebook, calculator, pencils, erasers, pens, etc.)
 - Identify and collect resources needed (planner, Google Keep/calendar with assignments, notebook, handouts, textbook, teacher’s website)
 - Organize resources in a user-friendly set-up
 - Pour water (hydration) & healthy snack if needed
 - Evaluate body position - Make a deliberate choice that meets your needs (relative to type of assignment)
- **Action Plan - Determine what to do when**
 - Find assignment, read & unpack directions, restate them in your own words
 - Prioritize (within the assignment): plan steps for completion - what’s first...next...then... **
 - Review relevant class handouts, documents, and notes
 - Plan preventative breaks - set timer to work 25 min. then break 5 min.
 - Determine “life line” or study partner to help/clarify

** Time Management - Estimate & reassess

- How much time do I think this will take me?
- How much time do I have?
- How much time did it actually take?