



## Q3 Week 2

### **Review:**

Before beginning our topic on organization skills/strategies, the students reviewed important vocabulary and information from last week's Emergency Preparedness Training. Our review included: How to determine if there is an emergency, who to contact first, terms such as "shelter in place" and "seek shelter," important items to include in an emergency kit, and "Reverse" 911. Students were reminded to share the materials they received last week with their families if they have not already done so.

### **Organization skills:**

We discussed and created a list to include: what it means to be organized (being prepared and on time, using time efficiently, being dependable and reliable); why it is important (others know they can depend on you, being on time for appointments and events/activities, lowers anxiety/stress); how to make it happen

consistently (plan ahead, use tools and strategies).

Each HVE Student provided examples of strategies and tools they use currently and CC students provided ideas on how they stay organized.

Students were provided pocket calendars/planners as well as colorful gel pens to keep, for practicing and improving organizational/time management skills. We looked at the components of the planners and discussed how to use the monthly overview and week by week sections.

**Homework for this week:** Students are to review the sections of the planners with a family member and write in their appointments and activities/events for the month of February.

Please remind your son/daughter to bring their planner to class next week and each week moving forward.

**Next week** we continue our organization topic by learning more about technology tools to assist in organizing our time and tasks.

\*If you have questions please contact me at 719-238-7920 or [lindat@rmdsa.org](mailto:lindat@rmdsa.org)

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