

student**implementation**guide

Using a daily planner will teach you to manage your time. Learning time management skills will have a powerful positive impact on your life. You will be able to get more done **(I)**, help others and improve relationships **(Us)**, and make a positive difference in the world around you **(All)**.

I • Us • All

We are each like a drop of water splashing into a pond. Our actions cause concentric ripples of actions. A helping hand or a smile from one person can ripple through their **relationships** to the **relationships** of others, and so on; until the **world** has changed. The actions of the individual may seem insignificant, but can alter the **world**.



I: Every positive action begins with **Self (I)**, when we discover our ability to effect change and take the initiative to act.



Us: Our impact grows through our **Relationships (Us)**, where we find encouragement as well as challenges.



All: The actions we take ultimately affect the **World (All)** around us, where we realize our greatest power and make a lasting difference.

Look for the **I, Us, and All** symbols in your planner and supplements. They mark sections and ideas to help make positive ripples in your **self, relationships, and world**.

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How to Use Your Action Lifeskills Student Planner



Your Action Student Planner is different from other school planners. It's better, and it's designed to make your life better. It's full of valuable content and great photos. It's also full of fascinating profiles of young people just like you who have made a big difference in the world around them. You may find yourself wanting to know more about these people. That's why we included QR codes for you to scan to learn more about them. You'll see interesting vocabulary words and tips to help you live a happier, more fulfilling life. We also included lots of space for you!

At Action Publishing, we believe in you. We know that you can make a positive difference in your life, your school, and the world around you. We call it the **I, US, ALL** approach to learning. **I, US, ALL** is a new way to positively improve yourself, strengthen your relationships, and impact the world. Learning life skills prepares you for the future and helps you make the world a better place. Look for these symbols throughout your Action Planner:



I: Think about what is true for you. Integrate what you learn into your daily life. Your life will improve and you will positively influence others.

Time Management: Manage your time to grow, learn, be productive, and reduce stress.

Critical Thinking: Think for yourself and study to determine what is true.

US: Accept reality and all of its diversity; in yourself and others. You can teach others directly or by example. You can learn from others and share ideas in new ways.

Collaboration: Work with others on common projects, activities, and adventures.

Communication: Make yourself known to others and get to know them. Exchange ideas and information.

ALL: Act to make the world better and more interesting by being yourself and reaching your goals. Share yourself and your ideas. You can make a difference!

Initiative: Be self-motivated and work to achieve all your goals.

Information Literacy: Learn a basic understanding of receiving, retrieving, evaluating and sharing information of all kinds.

Would you like to build a pterosaur paper plane? Design a better Frisbee? Help NASA with their space missions? *Activities and Tips* like these are on each weekly spread. They are each related to science, technology, engineering, the arts, or mathematics, (STEAM) and all of them are creative, fun, and interesting!

Every month of your planner begins with an inspiring Achiever Profile,

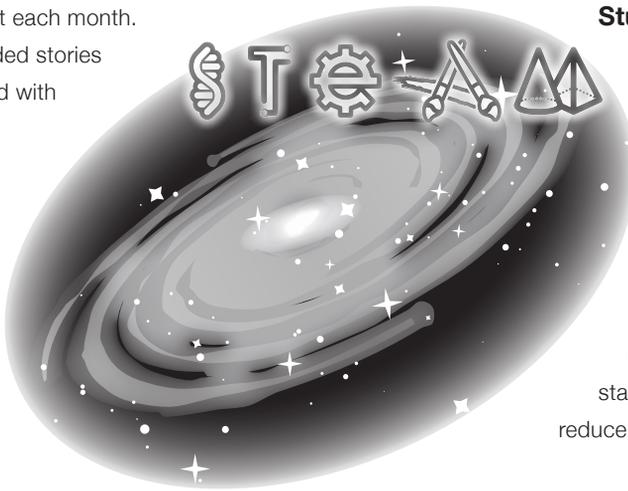
a great way to start each month. Profiles have included stories about an 8-year-old with her own clothing company, a 16-year-old who's helping her country deal with drought, and a 12-year-old working on a cure for cancer. Each of the Achiever Profiles, aligned to a specific STEAM path, also introduces a life skill that will help you, too, to dream big and reach your goals.

“Genius requires looking at familiar concepts in unusual ways.” Useful tips and tools like this will expand your knowledge and understanding. You'll find these plus vocabulary words on each weekly spread, too.

Do you like maps, charts, and diagrams? Your Action Planner has a STEAM-aligned reference section in the back of your book that is full of colorful graphics illustrating content like the solar system, the Periodic Table of Elements, conversion charts, cell diagrams, patterns in nature, and much more. You'll want to read it just for fun!

Use your Action Student Planner every day. By

doing so, you will learn to manage your time to get more done, reach your goals, learn new life skills, stay organized, and reduce stress.



Because we care very much about you and your future, we put a lot of time, effort, and thought into designing your student planner. We want you to read it, write in it, draw in it, journal in it, and explore it! Fill it with your assignments, accomplishments, and experiences. Then save it. Years from now you'll be happy to look back and remember the incredible experiences you had and the wonderful person you were!

Look at pages 6-7 to get some ideas about how to use your planner.

Daily Action Student Planner Checklist

- My agenda is open to the current day and on the corner of my desk in all academic classes, including Homeroom.
- I have a paper clip or page marker to mark the current day.
- The homework for tonight is written in my agenda for every subject.
- If I completed my homework before the end of class, I did not write "none" in my agenda. I wrote what the homework assignment was and placed a checkmark after it.
- If no homework was assigned, I wrote "none assigned" for that class.
- Whatever needs to be studied in advance for a class has been written down.
- I have written the due dates for all long-term projects and assignments.
- If I have a long-term assignment I have written specifically what I will do each evening to complete the project on time. I included any papers that need to be signed and returned to school.
- I have written notes for any special reminders, school events, or announcements.
- I wrote as neatly as I could.
- I showed my agenda to my parents so they could make sure my assignments are complete and/or write any notes to my teachers.

BONUS TIPS:

It's a good idea to take a photo of each page as a backup and to keep a digital record of your agenda.

Don't forget to draw and journal! Make it your own and learn new life skills. The skills and knowledge you gain by managing your time with your Action Agenda will help you throughout your life. Really!

July 23-29, 2018

July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7	8	9	10	11	12	13	14
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30	31	

Goals/Notes _____

Monday

Tuesday

Wednesday

07

	23	24	25
Language Arts			
Math	<p>TRY THIS:</p> <p>PRIORITIZE: What has to happen when?</p> <p>Prioritize your goals as either A, B, or C.</p> <p>A. Extremely Important: I must get this done, no matter what.</p> <p>B. Somewhat Important: I would really like to get this done.</p> <p>C. Not Too Important: If I can't complete these now, I'll reschedule.</p> <p><input checked="" type="checkbox"/> Finished</p> <p><input type="checkbox"/> Started</p> <p><input checked="" type="checkbox"/> Started, Finished Later</p> <p>A. Moved</p>		
Science			
Social Studies			
After School	<p><u>Or create your own time-management system. When you find a style that works for you, share it on our social media sites.</u></p> <p>f @ t</p>	<p><input checked="" type="checkbox"/> Charge iPad for class</p> <p>B. Birthday gift for mom</p> <p><input checked="" type="checkbox"/> Email Grandma</p> <p><input checked="" type="checkbox"/> Work on essay due tomorrow</p>	<p><input checked="" type="checkbox"/> Download a book from library</p> <p><input checked="" type="checkbox"/> Get soccer gear ready for tonight</p> <p><input checked="" type="checkbox"/> Essay due today</p>
Hall Pass	<p>5pm Math Tutor</p> <p>6pm watch NOVA on PBS</p> <p>To Office To</p> <p>Time out 10:15 Time out</p> <p>Time in 10:32 Time in</p> <p>Initials DJM Initials</p>	<p>10am Piano Lesson</p> <p>To To</p> <p>Time out Time out</p> <p>Time in Time in</p> <p>Initials Initials</p>	<p>6pm Soccer</p> <p>Study for science quiz 1</p> <p><input checked="" type="checkbox"/> Birthday gift for mom</p> <p>To To</p> <p>Time out Time out</p> <p>Time in Time in</p> <p>Initials Initials</p>
Comments	<p>Comments/Signature</p> <p>Download that ebook about Dinosaurs. I think you will enjoy reading it!</p>	<p>Comments/Signature</p>	<p>Comments/Signature</p>



Describe an iPhone and how to make it work to someone who has never seen one.



Thursday

Friday

Saturday

	26	27	28	07
Language Arts	Spelling Test	Watch this box for weekly activities to help strengthen your STEAM and Life Skills.	<input checked="" type="checkbox"/> Fold laundry <input checked="" type="checkbox"/> Sweep sidewalk A. Help mom with picnic food	
Math	MANAGE <ul style="list-style-type: none"> Write down new tasks and assignments as they arise each day. Give them a priority letter ranking. Work out an action plan for the evening, realizing that those plans may have to be flexible. As in sports, visualizing a successful act makes it more likely to happen when needed most. Draw a line through completed tasks. Mission accomplished. Move unfinished items to another spot in your schedule. 			
Science	Quiz		29 Clean bedroom 1pm Picnic	
Social Studies				
	<input checked="" type="checkbox"/> Piano Practice <input checked="" type="checkbox"/> Read ebook about Dinosaurs <input checked="" type="checkbox"/> Walk the dog	<input checked="" type="checkbox"/> Piano Practice <input checked="" type="checkbox"/> Read ebook about Dinosaurs	Journal/Note/Sketch	
After School	4-5:30pm Chores 9pm Read	Make Mom's birthday card		
Hall Pass	To _____ To _____ Time out _____ Time out _____ Time in _____ Time in _____	To _____ To _____ Time out _____ Time out _____ Time in _____ Time in _____		
Comments	Initials _____ Comments/Signature _____	Initials _____ Comments/Signature _____ Build your word power by learning and using a new word each week. Check here for tips to improve your daily life.	Vocabulary obscure (eb sky'dor) keep from being seen; conceal Useful Tips and Tools Have you given yourself the time to think about what you already know and turn it into something new?	

