

# studentimplementationguide

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

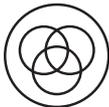
We are each like a drop of water splashing into a pond. Our actions have concentric ripples of actions. A helping hand or a smile from one person can ripple through their **relationships** to the **relationships** of others, and so on; until the **world** has changed. The actions of the individual may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

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School  
Datebooks



**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.

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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



**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.

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!

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**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 let them know you. Exchange ideas and information.

At Action Publishing, we believe in you. We know that you can make a positive difference in your life, you can help 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:

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**I, US, 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!

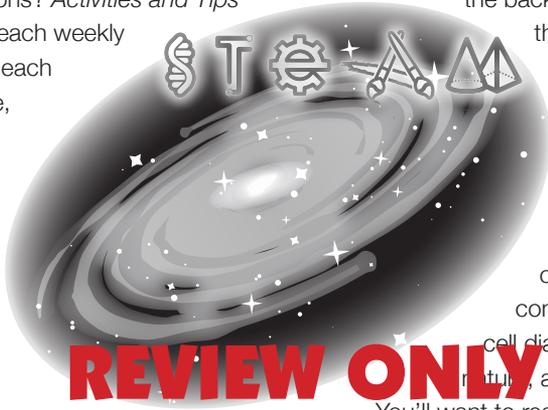
**Initiative:** Be self-motivated and work to achieve all your goals.

**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!



## 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, and much more. You'll want to read it just for fun!

## 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 learn to 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.

## 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 be able to write in it, draw in it, journal in it, and explore it. Fill it with your assignments, accomplishments, and memories. 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.**

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# 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 submitted and for 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 completed and/or write any notes to my teacher.

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## BONUS TIPS:

It's a good idea to take a backup of your agenda 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
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

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Monday

07

23

TRY THIS:

PRIORITIZE: What has to happen when?

Prioritize your goals as either A, B, or C.

A. Extremely Important: I must get this done, no matter what.

B. Somewhat Important: I would like to get this done.

C. Not Too Important: If I can't

complete these now, I'll reschedule.

Finished

Started

Started, Finished Later

Moved

Or create your own time-management

system that works for you, share it on our social

media sites.



AFTER SCHOOL HOURS

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Tuesday

24

# School Datebooks

Charge iPad for class

Birthday gift for mom

Email Grandma

Work on essay due tomorrow

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wednesday

25

Download a book from the library

Get soccer gear ready for tonight

Essay due today

AFTER SCHOOL HOURS

Birthday gift for mom

Soccer

Study for science quiz 1

T

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



Thursday

26

Watch this box for weekly activities to help strengthen your Life Skills.

07

MANAGE

- 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. Missions accomplished. Move unfinished items to another spot in your schedule.

- Piano practice
- Read ebook about dinosaurs
- Walk the dog.

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Friday

27

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- Piano practice
- Read ebook about dinosaurs



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Saturday

28

Babysit the Mortons kids at 10am

- Fold laundry
- Sweep sidewalk

A. Help mom with picnic food

Sunday

29

Clean bedroom

Picnic at 1pm

Check here for tips to improve your daily life.

2  
3  
4  
5  
6  
7  
8  
9  
10

SCHOOL HOURS  
AFTER SCHOOL HOURS

Help with dinner

Read

Make Mom's birthday card

Vocabulary

obscure (əb'skyŭər)  
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?

