



## Organized for Success for High School



### Life Skills

Organization and Habits combine to powerfully leverage a student's time, consequently raising grades and lowering stress. Introduce your High School student to both with this 4-day course.

**Special Notes:** A middle school version of this course is also available on the same dates at 11:30 AM Eastern Time.

**Course Description:** Students who "own" their own schedule make life better for themselves and others. By implementing solid systems of organization, while building good habits (and perhaps breaking a few bad habits), students can better utilize their time. This improves their grades, as well as their relationships with others. Stress is reduced for both parent and student when good habits combine with a clear system. This course gives the resources and instruction for a High Schooler to seize this opportunity.

**Prerequisites:** None

#### Course Outline:

Day 1 ~ Assessing Your Schedule  
Timing Activities  
Class Times vs Study Blocks  
Other Activities  
Spreadsheet Basics  
Atomic Habits ~ Fundamentals  
Day 2 ~ Setting Up Your Calendar  
Life Balance  
Color Coding  
Normal vs Anomalies  
Digital Calendar Basics  
Atomic Habits ~ 1st & 2nd Laws  
Day 3 ~ Tracking Your Assignments/Tasks  
Minding Requirements  
Checking Grades  
Self Discipline & Self Control  
Conditional Formatting in Spreadsheets  
Atomic Habits ~ 3rd & 4th Laws  
Day 4 ~ Maintaining Your System  
It all depends on YOU  
Daily Maintenance  
Weekly Updates  
Semester Change-Overs  
Atomic Habits ~ Advanced

**Course Materials:** Atomic Habits: An Easy & Proven Way to Build Good Habits & Break Bad Ones by James Clear ISBN-13: 978-1804222133 (<https://amzn.to/3G1o2mm>)

Note: Siblings may share a copy, as long as each has time to review the sections assigned or they work together. This book is a supplement to this course and only certain portions will be assigned, yet reading the whole book is highly recommended prior/post to this course. It could be used as a family activity for older students and parents.

Online: Google Resources -- Access to a Google Account

Note: This can/should be shared with a parent.

Google Calendar is utilized as a resource. Other digital calendars can be used by students, but the instructions/examples will reference Google Calendar. A Google Sheet Template will be available to registered students.

**Homework:** Students should plan around 2 hours per day outside of class to review materials.

**Registration Link:** <https://homeschoolconnections.gosignmeup.com/public/Course/browse?courseid=3664>



**Instructor:**  
Tammy Parker, BS

**Suggested Grade Level:** 9th to 12th grade

**Suggested Credit:** ½ semester credit

**Lecture Days:** Mon, Tue, Wed, Thu

**Lecture Time:** 1:00 PM Eastern (12:00 PM Central; 11:00 AM Mountain; 10:00 AM Pacific)

**Duration:** 55 minutes

**Total Lectures:** 4 Weekly

**Significant Lecture Dates:**

- Mon. 8/1/2022  
First lecture
- Thu. 8/4/2022  
Last lecture

#### Course Fee:

- \$47 if registered on or before 3/15/2022
- \$67 if registered on or after 3/16/2022
- Registration Closes 7/24/2022

Registration closes one week before the first day of class or when all seats filled. After that date, registrations are not guaranteed. There is a \$20 surcharge for late enrollments after the registration closes.