

## Module Planning and organization

### Learning to use a calendar, notebook and to-do list

- ▶ Note down in the left column what type of calendar, notebook and to-do list you would like to use and how you can use it in a consistent way.
- ▶ Practice the use of calendar, notebook and to-do list and write down what went well and which problems you experienced.
- ▶ Write down possible solutions for the problems experienced.

Calendar, notebook and to-do list	What went well	Problems experienced	Possible solutions
Type of <b>calendar</b> :			
How to use it in a consistent way:			
Type of <b>notebook</b> :			
How to use it in a consistent way:			
Type of <b>to-do list</b> :			
How to use it in a consistent way:			

## Learning to plan and finish tasks

- ▶ Table 1: Note down all tasks to be completed and add a deadline if applicable.
- ▶ Table 2: Organize all tasks according to priority.
- ▶ Table 3: Practice this skill and note down what went well and which problems you experienced.

Tasks to be completed	Deadline
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	

Urgent and important, should be done quickly	Important but can be done in the mid-long term	Less important and urgent

<b>What went well?</b>
<b>Problems experienced?</b>



## Finishing boring, lengthy or recurrent tasks

- ▶ Table 1: Note down some examples of boring and lengthy tasks you need to complete regularly and figure out how you can make them more rewarding.
- ▶ Table 2: Note down some examples of recurrent tasks and figure out how you can complete them in an efficient way.

<b>Boring and lengthy tasks</b>
Examples
How can I make these tasks more rewarding?
<b>Recurrent tasks</b>
Examples
How can I complete recurrent tasks in an efficient way?

## Strengthening problem solving skills

Six steps of problem solving:

1. Describe and analyze the problem: write down the core of the problem and the goals that are set.
2. Brainstorm about all the possible solutions: Look for solutions in a creative manner and note them down.
3. Sum up the pros and cons and the feasibility of every solution.
4. Give every solution a score from 0 to 10 on the basis of pros, cons and feasibility.
5. Choose the best option.
6. Evaluate the chosen solution and note down clues for future problems to be solved.

<b>Describe and analyze the <i>problem</i> and the <i>goals</i> that are set:</b>				
Possible solutions	Pros	Cons	Feasibility	Score 0-10
<b>Best option:</b>				
<b>Evaluate the chosen option:</b>				
<b>Note down clues for future problems to be solved:</b>				

## Learning to organize

- ▶ Table 1: This table lists different skills to improve organization. Specify for each skill how you can apply it.
- ▶ Table 2: Practice these skills and note down what went well and which problems you experienced.

<b>Skills to improve organization</b>
<b>1. Dealing with mail</b>
Which structured system and fixed place in the house can be used to deal with mail?
-----
Which time periods would be suitable to deal with mail?
-----
What helps to avoid mail piling up?
<b>2. Filing documents</b>
Which fixed place in the house would be suitable to file documents?
-----
Which structured system would be suitable to file documents?
-----
What helps to avoid documents pile up?
<b>3. Avoiding to lose time looking for things</b>
Which fixed spots in the house can be used to store things?
-----
Which 'rituals' could be helpful?
<b>4. Doing small, practical tasks</b>
Examples of small tasks that are easily forgotten:
-----
Which tasks can be associated with one another?
-----
Which mnemonic devices can be useful to remember thing to be done?

<b>Practicing skills to improve organization</b>
<b>1. Dealing with mail</b>
What went well?
-----
Problems experienced?
<b>2. Filing documents and e-mails</b>
What went well?
-----
Problems experienced?
<b>3. Avoiding to lose time looking for things</b>
What went well?
-----
Problems experienced?
<b>4. Doing small, practical tasks</b>
What went well?
-----
Problems experienced?



## Learning to go to sleep and to get up on time

- ▶ Table 1: Describe your sleeping pattern and possible consequences.
- ▶ Table 2: Note down strategies to improve your sleeping pattern and evaluate what went well and which problems you experienced.

<b>Description of my sleeping pattern</b>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Which factors impede normal sleeping hours?</b>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Current consequences of poor sleep hygiene:</b>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<b>Consequences of poor sleep hygiene that could emerge on the long term:</b>
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>

<b>Improving the sleeping pattern</b>
<b>How can a fixed structure before going to bed be instituted?</b>
A regular hour to go to sleep: ..... .....
An evening ritual: ..... ..... .....
Other strategies that can be helpful to go to sleep on time: ..... .....
<b>How can a fixed structure at getting up be instituted?</b>
A regular hour to get up: ..... .....
A morning routine: ..... ..... .....
Other strategies that can be helpful to get up on time and to avoid to lose time in the morning: ..... .....
<b>Practicing skills to improve the sleeping pattern</b>
What went well? ..... .....
Problems experienced? ..... .....

## Addressing procrastination

- ▶ Try to get a good view on the procrastination by noting down which tasks you mainly postpone.
- ▶ Note down pros and cons of procrastination you experience in the short and long term.
- ▶ Write down strategies to address procrastination.

<b>Tasks that are often procrastinated:</b>		
<b>Pros and cons of procrastination:</b>		
	Short term	Long term
Pros		
Cons		
<b>Possible strategies to address procrastination:</b>		