

STAYING ORGANIZED USING A CALENDAR

Did you ever forget an appointment or a time to play with a friend? All of a sudden the date was upon you and you didn't know where it came from. That can happen. But there is a new invention that can prevent this unfortunate turn of events. It's called a calendar and we are going to get you set up so that nothing. That might be a stretch, but hardly anything takes you by surprise again.

FLIP OVER FOR YOUR NEXT CHALLENGE



EARN THIS NUGGET

- Get a calendar and fill in all of your up and coming events and regular activities.
- Now, for any events that need preparation, mark a reminder to start on your calendar.
- Now every day, cross off the day before, and look at your calendar to see what is coming up.

The first step for you is to get yourself a calendar. Select one that is large enough to write on. Hopefully one that you can hang up somewhere and see what you have coming your way.

1. Once you have selected your calendar, mark on it all the events you currently know of, including activities, trips, and the like. So this way you can see at a glance what is happening today, tomorrow, next week, and even next year.
2. Next, add to this any school assignments that you may have up and coming. You can put your SkillTrek Challenges on there too.

3. Now, here is a really cool trick. You know when things are due, or when things are happening, you wrote them on the calendar, right? Now, think about how long it will take you to get something completed by that date and put another entry before it reminding you to work towards that deadline.

So this is what it might look like: I have parade that I am in on New Year's Eve. Now I know when that is, December 31st. So I mark that on my calendar. But then I also know that I have to create a costume for the parade. That will take me a couple of weeks to get ready after I buy the materials. So I work back to December 17th, and then go back three more days because I know Christmas will distract me. Now I mark on my calendar to start making my costume on December the 14th. Without this I would have a mad panic right before ... just like I did last year.

