**Homework consists of 5 parts this week:**

1. **Taking the stress survey** [**stress survey**](https://docs.google.com/a/bvsd.org/forms/d/1UX4PxjFETn_zKyKqri7yTjsST9FmQQSsWI2pXdUdr5E/edit) **due Wednesday, October 23**
2. **Managing your homework space - drawing and questions**  *due Monday, October 27, 2014*
3. **Creating a Daily and Weekly Schedule** *due Monday, October 27, 2014*
4. **3 journal entries - New, Old, other** *due next week at your conference, or on Tuesday before conferences*
* **New - Writing from the heart. Write about something new that has meaning.**
* **Old - revamp or work on an old journal entry. Go deeper**
* **Other - your choice**
1. **Reading daily**

 **Time Management, Part II: Making a Daily and Weekly Schedule**

1. Please **read** the following article on [PBS Kids](http://pbskids.org/itsmylife/school/time/article5.html) about creating a daily and weekly schedule
2. **Choose** your busiest day of the week and think about the main activities you have
3. **Create a daily schedule** by either:
	1. printing out the blank daily schedule, creating a color key, then coloring in the daily schedule according to what you do during those hours
	2. Make a copy of the daily/weekly schedule from this [link](https://docs.google.com/a/bvsd.org/document/d/1luTszDfP5vwR1qqHcHxYyPgkGHbmn7QzsJjttUpT-fY/edit?usp=sharing) and go under **File--->Make a Copy** to create your own schedule. Place the cursor in a cell then find **More** on the menu tab. Find the **paint bucket icon** and choose a **Cell Background Color** that represent the activity. Please remember to make a copy, and don’t use the original.
4. **Create a weekly schedule** by either:
	1. printing out the blank weekly schedule, creating a color key, then coloring in the daily schedule according to what you do during those hours
	2. Continue on the weekly schedule by following the same instructions for part 3b above.
	3. Note three things that you notice about your daily and/or weekly schedule. Use full sentences
5. **Create** a quick but neat sketch of the place that you do your homework. **Rate** your homework space for the following characteristics. Copy and paste this information onto your weekly schedule document. Now you will have 4 pages (daily schedule, weekly schedule, homework space sketch, homework space rating). Mark an x on the line below to reflect your assessment of your space. 1 indicates that it needs work, 4 indicates that it is superb!

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| I have adequate light in my workspace \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 4My workspace is free from distractions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(TV, computers, too much noise ) 1 4I have everything I need close at hand \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(pencils, rulers, glue, markers, etc.) 1 4I have access to a computer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 1 4I can see a clock or have a timer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to manage my worktime 1 4I take the time to check my work for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_accuracy and to edit my writing 1 4**Is there anything you can do to improve your workspace?**  |

