Worksheet #1: "Project Outlines and Study Planners- Enhancing Organization and Executive Functioning Skills" ~S2E2

Overview

This worksheet will help you break down a large project or study plan into manageable parts using AI tools like Notion, Google Keep, and Todoist. Follow the steps below to get organized, stay on track, and make the most of your project time!

Part 3: Using AI to Prioritize and Stay on Track

1. **Daily and Weekly Planning**

   o Check your tasks and reminders daily or weekly.

   o Each day, choose 1–2 tasks to complete and mark them as done in Todoist or Google Keep.

   o Use AI suggestions (if available) to prioritize tasks that are approaching their deadlines.

2. **Reflection Questions**

   o How does using reminders help you stay focused?

   o Did you need to adjust any due dates? Why or why not?