



## **Worksheet #1: Part 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!

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### **Part 1: Setting Up Your Project in Notion**

#### **1. Choose a Project Topic**

- Write down the topic of your project (e.g., “Endangered Species Report” or “World War II Presentation”).
- **Topic:** \_\_\_\_\_

#### **2. Enter Your Project in Notion**

- Open Notion and create a new page for your project.
- Enter your project topic, and add the due date.
- Use Notion’s AI to generate an outline. Explore suggested sections and resources.

#### **3. Reflection Questions**

- How does the outline help you understand the project steps?
- What sections or steps in the outline will you need to focus on the most?



Teacher notes: This worksheet guides students through each step of planning and organizing a project using AI tools, helping them develop essential executive functioning skills along the way.