



## **Worksheet #1: TEACHER INFO-**

# **“Project Outlines and Study Planners- Enhancing Organization and Executive Functioning Skills” ~S2E3**

### **Step 1: Introduction – Purpose of the AI-Based Assignment**

Explain to your students that this assignment will help them use AI tools to break down projects into manageable parts. The goal is to teach students how to organize tasks, set deadlines, and receive reminders, developing strong executive functioning skills through AI.

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### **Step 2: How to Guide Students – Setting Up for Success**

#### **1. Prompting Students:**

- Begin by discussing the project topic and brainstorming together. Encourage students to think about what the project entails and to identify any major tasks involved.
- Have students gather any resources they might need, such as assignment guidelines or key deadlines.

#### **2. Guiding Inputs for AI Tools:**

- Show students how to enter their project topic and due date into an AI-powered tool like Notion, Google Keep, or Todoist.
  - Emphasize that they should include any key sections or milestones for the project. For example, they might need sections for "Research," "Writing," and "Editing."
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### **Step 3: Steps to Input Information – Structuring the Project Outline**

#### **1. Creating a Project Outline:**

- Guide students to input their project’s title and due date. Many tools, like Notion, can automatically generate an outline or allow students to build one using pre-made templates.
- Help them add the main tasks and break down each task into smaller steps (e.g., “Research animals on the endangered species list,” “Write notes,” etc.).

#### **2. Setting Up Tasks and Reminders:**

- Have students enter each small task as a separate item in their chosen tool.
- Show them how to set deadlines for each task. Encourage them to spread tasks over time to avoid last-minute work.
- Ensure they set reminders before each deadline to stay on track.

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### **Step 4: Maximizing AI Assistance – Leveraging AI for Support and Accountability**

#### **1. Using AI-Generated Outlines:**

- For tools like Notion or Todoist with AI capabilities, encourage students to use AI-generated outlines or templates to simplify their planning.
- Show them how to adjust the AI’s suggestions to better match their specific project needs.

#### **2. Task Prioritization and Check-ins:**

- In Todoist or similar apps, students can set priority levels for tasks. Guide them to label high-priority items to help focus on the most urgent work.
- Schedule regular check-ins to discuss their progress and see how they’re adapting to the AI support. This can help them stay motivated and accountable.



## **Step 5: Reflection and Assessment – Evaluating the Effectiveness of AI Tools**

### **1. Reflection Questions for Students:**

- After completing the project, ask students to reflect on their experience. Use questions such as:
  - **What was easy or challenging about using AI for planning?**
  - **Did reminders help you stay on schedule?**
  - **Would you use this AI tool again? Why or why not?**

### **2. Gathering Feedback:**

- Consider a short feedback session to assess how well the AI tools helped students manage their projects. This can provide insight into adjustments for future assignments and help students reflect on their own organizational skills.

#### Teacher notes:

This step-by-step guide will help you as teachers implement the AI planning assignment smoothly, enabling students to experience the benefits of structured project organization and personal accountability.