



## **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!

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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?



## Part 2: Breaking Down Tasks in Todoist or Google Keep

### 1. Set Up Your Tasks

- Open Todoist or Google Keep and create tasks based on your Notion outline.
- Break down larger sections into smaller tasks. For example, “Research for Report” can be broken into:
  - Research animals on the endangered species list
  - Write notes on chosen species
  - Organize research in categories
- **Task List:**
  - Task 1: \_\_\_\_\_
  - Task 2: \_\_\_\_\_
  - Task 3: \_\_\_\_\_
  - Task 4: \_\_\_\_\_

### 2. Set Reminders and Deadlines

- Assign deadlines for each task, leading up to your final project due date.
- Set reminders to help you stay on track.

### 3. Reflection Questions

- How does breaking down tasks make the project feel more manageable?
- Which tasks do you think will take the most time?



## **Part 3: Using AI to Prioritize and Stay on Track**

### **1. Daily and Weekly Planning**

- Check your tasks and reminders daily or weekly.
- Each day, choose 1–2 tasks to complete and mark them as done in Todoist or Google Keep.
- Use AI suggestions (if available) to prioritize tasks that are approaching their deadlines.

### **2. Reflection Questions**

- How does using reminders help you stay focused?
- Did you need to adjust any due dates? Why or why not?

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## **Part 4: Reflecting on Your Progress**

### **1. Evaluating Your Experience**

- After completing the project, answer the following questions:
  - What was the hardest part of using AI for planning?
  - Did the AI-generated outline or reminders help you stay organized?
  - What would you do differently next time?

### **2. Project Completion Checklist**

- Review the tasks you completed. Make sure you've marked everything as done.
- Turn in your project and celebrate your hard work!



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.