

A-3 Newsletter January 2018



Welcome back from Winter Break!

As we begin the New Year, here are a few tips to help re-establish classroom routines after the holidays.

Complete the most important tasks first!

This can sound simple. But by taking care of the most important things first, you will feel less pressure, as you have prioritized getting important things finished first.

Sleep at least 7-8 hours

Studies have shown that getting a good night's sleep can benefit your mind, and help you focus. Our brains continue to grow, and sleep is essential for that to happen.

Devote your entire focus to the task at hand

Close out all other browser windows. Put your phone *away*, out of sight and on silent. Find a quiet place to work, or listen to some music if that helps you. Concentrate on this one task. Nothing else should exist. Immerse yourself in it.

Get an early start

Nearly all of us may feel the impulse to procrastinate. It seems so easy, and you always manage to get it done eventually, so why not?

It's so much nicer and less stressful to get an earlier start on something. It isn't that difficult either, if you just *decide firmly* to do it. The end of the year will be here before you know, it, make sure to apply yourself before it is about to end. It's not too late, don't give up, pick up the pace now!

Be intentional about your TV/Internet/gaming time

Time spent browsing Twitter, gaming or watching TV and movies can be one of the biggest drains on productivity.

We suggest becoming more aware of how much time you spend on these activities. Simply by noticing how they're sucking up your time you'll begin to do them less. Instead of just sitting down to work on a project and thinking, "I'm going to be here until this is done," try thinking, "I'm going to work on this for three hours".

Set a time limit to complete each task

Instead of just sitting down to work on a project and thinking, "I'm going to be here until this is done," try thinking, "I'm going to work on this for three hours". The time constraint will push you to focus and be more efficient, even if you end up needing to go back and adding more time later.

Exercise and eat healthy

Numerous studies have linked a healthy lifestyle with work productivity. Similar to getting enough sleep, exercising and eating healthily boost energy levels, clears your mind, and allows you to focus more easily.

Work on weekends, just a little bit

Yes, you can still log into classes on the weekends, and for many that entered later in the year, Saturday is actually considered a school day. Either way, it's amazing how doing *just a little bit* on weekends can really lighten the workload during the week. Aim for 2-4 hours per day on weekends. You'll still leave yourself plenty of free time for activities.

Create organizing systems

Being organized saves tons of time, and you don't have to be the most ultra-organized person in the world either. Systems aren't complicated to implement. Put things on a calendar for each day and week.

Write your questions down as they come up in a notebook, so when you meet with your teacher during office hours, you remember what they were.

Create a small quiet space if possible in a room that is meant just for school; this is your independent classroom space. This could simply be a desk with paper, pencils, and a small shelf for any books if necessary for the class.

6-12 students, create a filing system on your computer for documents. Make sure all items have a place to be stored on your desktop. If your work is uploaded and gets lost in cyberspace, it can be awfully disappointing! Make sure to create a folder for classwork for each class, and save any documents in word, or PowerPoint on your desktop **before** uploading it.

K-5 students, keep a manila folder with your best work samples in it to share with your teacher, so you can go over them during parent teacher conferences.

Do something during waiting time

We tend to have a lot of down-time where we don't try to do much. Waiting rooms, lines at the store, time on the subway, on the elliptical at the gym, etc.

Find things to do during this time. This can be an opportunity to complete reading for classes, you can bring your laptops, or notebooks almost everywhere you go and read during waiting time.

One Last Tip (The Best One)

Enjoyment should always be the goal. Work can be play.

We get so caught up in being busy that we forget to *enjoy* what we're doing. Even when we focus on working smarter, we're still frequently too focused on getting things done.

Simply completing the task should *never* be the point. Always ask yourself: What can I do to spend more time *enjoying* what I'm doing? Think of how you can make your time fun **and** productive.

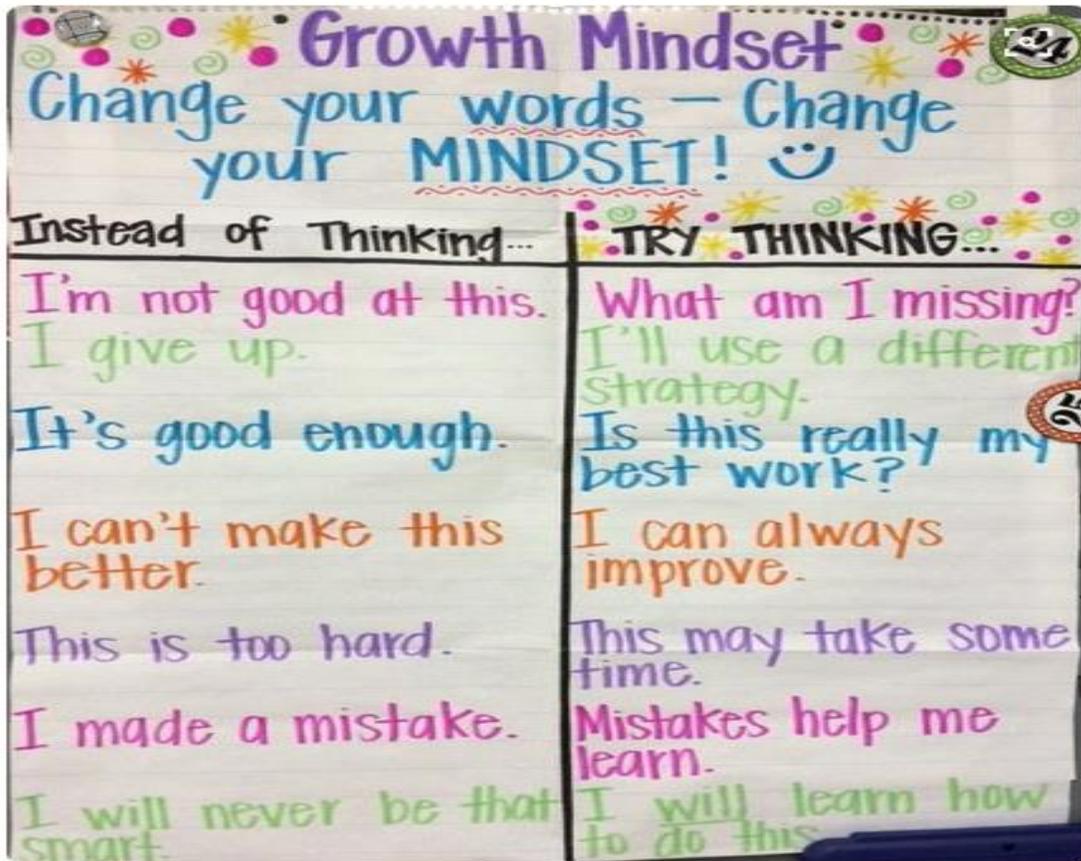
The goal should be to arrange your commitments in a way that you're *happy living out the details* of your daily life, *even* while you're working.

This may sound like a dream, but it's more possible than ever in today's world. Be curious. Be open to opportunity. Know yourself. Embrace your passion.

End of Semester

The end of semester one is on the way. K-5 Students should be at 50% of Cumulative Progress if you started at day one. If not then you should expect to progress 2-3% per week to stay on target for K-5, and 12-13% per week for 6-12 (Since 6-12 operates on a quarter system.). If you are a new K-5 student, your teacher should have adjusted your curriculum, so that you are not starting from day one. If they have not done so, then please contact them, so that they can show you how to skip ahead, and/ or skip out the unit tests for you.

Here at A-3 schools, we believe in our students, as the end of the semester ends, remember to keep a Growth Mindset. Keep thinking positive, we are here to help! Please take a moment to read and reflect on the poster on Growth Mindset below:



IMPORTANT DATES 

(Please see attachments for details.)

- January 15, 2018** No School, Martin Luther King Holiday
- January 18, 2018** Virtual Meetup to Malaysia
- January 20, 2018** End of LP Pe logs due. Work Samples due for K-5
- January 24, 2018** Virtual Coffee Shop Open Mic 11 am to 12 pm
- January 24, 2018** (Middle School) Maker Spaces Family Night 6:30 PM

As always, Happy Learning!