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**Goal:** Provide students with tips and tools to help them stay organized. With the information provided, students will be better equipped to handle living independently at IMSA by practicing time management skills, setting timelines, and creating to-do lists for themselves.

**Target Audience:** Sophomores (Mandatory). Optional for upperclassmen.

**Time of Year:** August. After welcome week but before the end of the month

**Supplies Needed**
- All students should bring their laptop or a smartphone to follow along with.
- TV and HDMI cable. This will be used so that the RC can share their screen with the students and guide them through tasks.

**Preparation**
- Prepare a 1-2 week sample schedule on Google Calendar ahead of time to show as an example to students.
- (Note from Rafael: I could also potentially include screenshots of a sample schedule as part of the facilitation guide, that way it is already finished in advance.)
- Create a Trello board for the wing beforehand, with a few sample items in it. (Rafael: I would make a simple tutorial for that to go along with this document for the final version of this program)

**Google Calendar**

As all IMSA students will have a gmail account, this is an easy and common tool to use to start teaching students how to schedule and plan for events and deadlines.

1. Have all students open Google Calendar in one tab, and their course schedule in another.
2. RC presents sample schedule, making sure to show the basic functionality of GC, including:
   - Creating events with appropriate titles and start/end times
   - Color coding events
   - The notes and location section
   - How to set up recurring deadlines
3. Students will create a recurring schedule of their classes for the semester, with the room locations included
4. Ask students to also pick one or two assignments/assessments they have, and place those in their Calendar as well.

5. (Optional) Have students share their calendars with you, so you can look through them to make sure they have been completed, and also to see if they are keeping them up to date.
6. (Possible Follow-Up Steps) If you have a sophomore who starts struggling with turning in assignments on time, check their calendar. If they haven't been using it, you can push them to update it and use it to keep track of their assignments as they come up, and follow up with them when necessary.

**Trello**

Trello is a simple to use project management tool that can help students organize their tasks. It can also be utilized for group projects, allowing multiple students to collaborate on projects together in a visually friendly manner.

1. Show students how to make an account
2. Invite students to the Wing Trello Board (which should have been prepared beforehand)
3. Ask every student to pick one assignment they have due that month. Add that assignment to the Trello board as a card.
4. Throughout the month students should update their cards as they make progress on it, moving the task from To-Do, to Doing, to Done.
5. (Possible Follow-Up) At the end of the month, you can pull up the Trello board for the wing to see. You can give verbal kudos or some other form of positive recognition to everyone who was able to complete their documented tasks on time.

**File Management**

It doesn't matter how well a student is able to keep track of deadlines, if they can't keep track of the files they need to complete their assignments. Whether students keep files on their personal computer, or in a cloud storage system, they should use folders with appropriate labels to help keep everything organized.

1. Have pictures to show students of examples for how files can be organized on your computer. (Rafael: I will have pictures pre prepared for this step, with different examples of how to organize files on both a PC, and on Google Drive.)