

Week 1:

Good afternoon everyone, I hope you have had a good day thus far. Welcome to the Organization Matters Club's first meeting! My name is _____, and I am in ____ grade at Venice High School. This club was originally a part of a Gold Award, which, if you have never heard of a Gold Award, is the highest honor a Girl Scout can get. This particular project is all about staying organized in life. We hope that throughout this year, you are able to learn and apply any new skills we teach you.

Now, let's get into the first week's topic. We will be focusing on the Pomodoro Method. If you have never heard of the Pomodoro Method, it applies to time management skills while studying. When studying for long periods of time, we naturally need to take breaks, or else our brains won't retain any information. Francesco Cirillo, the creator of the Pomodoro Method, had a solution. They decided to create 25 minute intervals with 5 minute breaks in between.

So, how does this work for you? Well, if you ever feel unmotivated or are prepping for a long work session, search up Pomodoro Timer and get started! That's all for today, thank you so much for coming and listening! We hope to see you next week, and have a great day!

Week 2:

Good afternoon, and welcome to week 2 of Organization Matters! Again, my name is _____, and I am in ____ grade at Venice High School. As a quick reminder, this is originally part of a Girl Scout Gold Award project!

Today we will be talking about to-do lists. Of course, to-do lists are not an unknown concept, most people use them in a way that is more harmful than beneficial. And of course, our goal here is to be efficient and strategic with our time. The key to a stronger to-do list is the division of tasks. What exactly does this mean? Well, as seen on the slide, an ineffective to-do list has vague and rather large tasks. When you write a list of goals to achieve that are huge, it will feel immensely overwhelming and harder to do. For example, if I wrote down that I needed to complete my final project, that does not mean much to me. On the other hand, if I say that I first have to choose an idea, then write an essay outline, and then do the other steps, the project will be done much more efficiently. If your standards are unrealistic, you may also disappoint yourself even further. It is good to push yourself, as long as you know your limits. No matter how great at reading you are, you will not read 5 books in a day.

We hope that this served you well, and have a great rest of your day!

Week 3:

Good afternoon again, we have reached week 3 of Organization Matters! Today's topic is a slightly more controversial one, because it is about something we all have a love/hate relationship with: our phones.

Phones can be great for many reasons, but when it comes to studying, they often do more harm than good. Whether they distract you from what you actually need to be doing or hurt your self-esteem, using it in the duration of studying will often backfire. That doesn't mean it's not

hard though, because the entire goal of a phone is to be distracting. Once doomscrolling has occurred, it is best to recognize it, so as to move forward and improve in the future. Some things you can do to help limit phone usage include either giving it to a family member when studying or setting it in a different room entirely. If it is out of sight, there is less temptation to use it and start scrolling. On your own phone though, you can also utilize time limits and do not disturb modes to decrease addictive usage when on it. Phones are a nuanced subject, and it's best to understand that when trying to fix constant usage. Even if progress isn't perfect, it is the effort that matters.

Have a great day, and see you next week!

Week 4: Good afternoon! Hope everyone's day has been going well. Today we will be discussing something that is not often paired with studying: food! Food can be a vital resource to helping one's studying, whether that be to make it more effective or easier to go through. Oftentimes in school, food is ignored and can hurt our minds. When there is no food, there's no fuel to think and create new ideas. Having a steady nutrition also improves mood, as it keeps the body stable and strong. Throughout the day, there are multiple opportunities to get food. To start off the day, there's breakfast, and nutrition at school as well. We also have our lunch break, and dinner at home. More importantly though, if you are hungry, eat! Our body knows itself best, so don't go all day without getting some kind of food.

I hope everyone eats some good food today, and have an amazing day!

Week 5: Hello everybody! We have officially reached our fifth week of the Organization Matters club! I am so glad you have all been able to make these meetings. Today, we will be discussing something we all know and love-or maybe don't: taking notes. Notetaking may be quite tedious in class or at your desk, but it is one important step to learning new information, as it is likely the first way you are processing a new topic. Now, the way you take notes greatly matters.

Handwritten notes improve retention rates by a significant percentage compared to typing notes. By allowing your hand to physically write, it connects the information better to your brain to actually retain it.

On top of handwriting notes, formatting notes strategically can make them more effective as well. For example, highlighting in whatever ways you want can be beneficial as it narrows down the most important information-such as key terms or definitions. Remaining concise in notes is important, as it signifies that each piece written is to some degree necessary. Finally, staying true to yourself will be the best path, as aesthetics are not everything when it comes to notes.

Once again, have a grand rest of your day!

Week 6: Hi again! Welcome to Organization Matters. Today we are going to focus on something less tangible. The topic is the skill of adaptability. Rather than discuss some sort of characteristic related to studying, I think it is vital to remember that sometimes things in life don't go the way you expect them to. Maybe a game went a lot longer than planned, or you suddenly get piled up

with too many assignments to count. What matters is what you do about it after something has occurred. Even if the circumstances you are placed in are out of your control, how you react is. If something goes wrong, it's okay! What you cannot do is give up simply because you lost an hour, rather, focus on what has the highest priority and do other things that are less important later. Focus on what you have, not what you don't have.

Thank you, and have a great day!

Week 7: Good afternoon! I hope everyone has had a great day so far. We're going to explain the importance of calendars today. Of course, we all know that those are pretty synonymous with staying organized. But, how do we make sure we don't overwhelm ourselves? Well, we have to first understand that calendars focus on the planning aspect of life. You know, making sure you're aware of what plans you made with your friends or if there are any sports games coming up. Since everything works differently, various kinds of calendars may be best for you. If you enjoy the paper aspect of organization, a basic paper calendar may be a good choice. This is simple, effective, and works well if you are often in one room or area that you can check on the calendar. On the other hand, if you are mostly digital, the digital calendar options like Google Calendar exist. These allow for you to sync up on several accounts and have access to it at all times. Similarly, apps that have calendars like Notion can be beneficial as well. These are full-on planning apps, and can be a nice way to consolidate all your lists and to-dos. Finally, planners often include calendars that can be used for managing goals and tasks that are school/work oriented.

If you need to mix and match, do so! Every individual is unique. As always, have a great day, and see you next week!

Week 8: Good afternoon. Welcome back to Organization Matters! As a part of a weekly club, you have joined us in a routine. And routines are essential to staying organized! That is why, today, we will talk more about routines in both school and general life. One of the hardest parts about keeping a schedule is starting it. If you want to go to the gym every day to get strong but start from scratch, chances are, you will give up sooner rather than later. Instead, you build up. Start realistic. Only go to the gym two or three times a week. Eventually, as that becomes consistent, increase how often you go. The hardest part of routines is keeping them when life gets in the way. In both major or minor situations, the temptation to just not do something is large. However, if you stick to a routine regardless, it is cemented to a much larger degree. Some other examples of habits are studying at a certain time everyday for a specific amount of time, and waking up around the same time everyday. These are hard goals, because friends or weekends can quickly get in the way of this. Yet, by still studying or getting up early, you are staying true to yourself and working hard no matter what. Those efforts will some day prove results, even if it is not immediate.

Thank you for listening once more, and see you next week!

Week 9: Hi! Welcome back to Organization Matters. I am so excited that you are all here today. I don't know about you, but sometimes I ignore my surroundings and random items build up in my room. If you can relate, then this lesson is for you! More than we realize, having a (decently) clean room is extremely important to staying focused. Plus, a clean room means that your room is organized too. What exactly should an individual focus on keeping clean? If we're thinking about the studying side, having a desk free of clutter and trash will make you feel less stressed or overwhelmed, as your surroundings aren't overwhelmed. Additionally, other decor in a room or the floor are other places to try and keep clean whenever possible. As I have already mentioned, a clean room is the key to a clear mind. You can only be as efficient as your workspace, so make sure to check in every so often to ensure that you don't neglect cleanliness.

Thanks for listening in, and have a great day!

Week 10: We have reached the 10th week of this club! By now, we've been doing this for a while, so I hope it has been helpful thus far. We are going to focus on something that may or may not be in your backpack right now: organizational materials. When I say this, I mean items like binders and folders. Although school becomes more digital each day, we always have some kind of paper floating around in our backpack.

Each student has a method they prefer to use, but some ways that people often organize their materials are between subjects. This way, it is easy to find based on color or even titles on a binder. There may also be further division depending on if the papers are homework, tests, or notes, as I have done before. Trial and error is key, so that you can find what makes most sense to you. After all, that is what matters most.

Thank you for sticking with me for 10 weeks, and see you for next week!

Week 11: Welcome back everybody! Thank you for being able to come today. Our focus topic of today will be deadlines. I know. Everyone's least favorite thing to hear about. But if you know how to deal with them, they can become less scary. So, deadlines are made for a purpose.

They're supposed to be a reminder that something is happening or that something is due. If we treat them as such, you are much more likely to be successful! When learning about a deadline, you should immediately be thinking ahead. What needs to be done by this date? What steps do I need to take to be sufficiently prepared? That's where planning comes in. You also need to take these actions and stick to them. It can be complicated to do this. But remember these steps to stay prepared and all will work out. Firstly, you need to prioritize various tasks depending on how important they are, and how soon they are due. If this newest deadline is not for months, it has less priority for a bit. But still, don't forget about it! Next, don't do it all in just a few days, do it piece by piece. By taking it in small chunks, the task becomes much more attainable over time. Finally, ask for help when needed! There are lots of people around you who would be willing to help, so if you're overwhelmed, don't be afraid to ask. You are not alone!

That's all for today, and have a great day!

Week 12: Hello everyone! Hope everyone has had a good week so far. Even if you haven't, I hope you are excited for your weekend! I know I love a good weekend, so much so that it's today's skill! Weekends are a perfect amount of time to stay organized, prep, and rest, so we have to use that time wisely! Some ways to use weekend time are to reflect. Each week is different, so it can be helpful to reflect on what went well and didn't go so well. This could be written out or simply an internal dialogue. Next, rest. You need to rest after hard work! Setting goals is where action begins again. Think about what you want to accomplish next week. Don't overload the list, just think about a few items to focus on. Less is more in this situation. Finally, prepare any materials needed for the following week. This could look like meal prepping if that is something you do, or maybe just reorganizing your backpack after a few days of gathering many papers. I know I already mentioned it, but take a break! No matter how productive you actually were, you deserve some kind of break. It is necessary for another successful week. So no matter what plans you already have for the weekend, don't forget to do these things and have an amazing day today!

Week 13: Good afternoon everybody! We are back with another lesson from Organization Matters. Today is going to be discussing environments. More specifically, environments in which you study and focus best in. There can definitely be times where the place you usually work in just isn't hitting like it usually does. You feel unmotivated no matter what you try. In those cases, it might be worth a shot to try and move somewhere new. As shown here, there are many places you could go. For example, going to a library can be a great choice. There is no other location where true silence is achieved, so if you need quiet time to work, this might be it. If you need something you feel connected to, a local spot near you could be helpful. Otherwise, another place in your home that you don't usually study in could be the change in place you need. You know yourself best, so think about what could actually work for you. And switching up your location throughout the day also works. A cafe crawl could be a weekend activity where you go from cafe to cafe and study different things each time. Hope this lesson was helpful, and see you all next week!

Week 14: Hello everyone! Today is going to be talking about something that has been in major discussions lately across the country: AI. Some of you may absolutely adore AI, and others may despise it with a strong passion. Either way, everyone should understand the effects of AI-both the good and bad ones. If you didn't already know, dependency on AI can become a major problem. It can be a substitute for critical thinking, which is quite necessary if you want to make your own decisions and have a strong and fulfilling life. It also has a heavy water input, meaning that overusing AI hurts the environment. This is not to say that AI is all bad, because using it wisely can help towards success in school. It can be a resource to get unstuck on a problem or get taught a skill if you have no one to help you. AI isn't leaving anytime soon, so staying educated on how it advances over the next few years is extremely beneficial to staying up to date in

society. Ignoring it is not the solution, acknowledging it and moving from there is. I hope that next time you use AI you think about it first, and I will see you next week!

Week 15: Welcome back to Organization Matters! I hope that everyone is doing well. To change from the more serious topics of the past few weeks, I want to talk about gamifying your organization experience. Studying or sorting items in your room can be boring sometimes, and turning mundane activities into fun games can help get through them. You may have your ideas of fun games, but here are a few propositions that could be interesting. Firstly, if you have someone to do a task with, make it a race! If you have to clean rooms, see who can do it first. This will ensure that you stay focused on what you are doing rather than multitasking or getting distracted. Something else to try is a points system. Each task is worth a certain amount of points, and you collect as many as you can by doing as many as possible. Building off of points, you could give yourself small rewards like a sweet treat or a few dollars if you successfully complete something. The beauty of gamifying is that it is true personal to you and has no set rules. Have fun with it!

As always, stay awesome and have a great day!

Week 16: Hello everyone! We have reached another week of this club. I wanted to speak more on something mentioned a few weeks ago, which is taking breaks. Even though weekends are still a prime moment to take a break, it may be needed during the week too. Sometimes, exhaustion, whether physical, mental, or emotional, has reached a point where working will not be productive. In those cases, take a break. Depending on how you are feeling, different kinds of breaks will be most effective. Taking a nap is essential if you have been sleeping less than needed and are fatigued. Doing a physical activity like walking or stretching can help clear your mind. Doing a calming activity you enjoy can also help your mental health. Finally, being with people who make you feel loved and important can help recharge a drained energy. Whether your break is only five minutes or a few hours, resetting can be the best way to stay successful when things get hard. Don't be afraid to relax, because stress working might not actually help. Thanks for listening, and see you next week!

Week 17: Good afternoon everyone. This week, I wanted to speak on a concept that is related to organization: priorities. We can probably all say we have certain priorities, but do you know *why* you have them? If not, that's ok! Even if you realize you should prioritize differently after today, that simply means you are growing. Firstly, we all know we have lots of things to think about. There's school of course, as well as the responsibilities you may have at home with family. Lastly, there are other priorities like extracurriculars or jobs that can be in your life. If you have a way that you choose what matters most, I want you to think about that method now. If you don't, simply follow along! One suggested way to consider what your priorities are is by how important an activity is and how much time it takes. For example, writing an email to fix your grade is pretty important, but doesn't take much time, so that should likely be a top priority to complete.

If you relate your tasks to one another with these measures, it can be much easier to figure out what to focus on first.

Thank you, and have a great day!

Week 18: Hello once more! Hope everyone has had a great day. Today's topic is one that most do not enjoy, and I sometimes fall into that boat as well. I am talking about group work. I know, it can be extremely frustrating when you do all the work because no one has completed theirs. However, if you can strategize before getting frustrated, it might make the experience less rough. To ensure success, start by setting up a timeline. You know when work is due, so decide when what pieces need to be completed. Next, once the timeline is complete, make sure everybody knows it. Quiz each other if you have to, because this step is crucial. Now, create worktimes for each member of your group. Figure out when work needs to be done in a group vs individually. Finally, once everyone is set off on their own, check up every so often! Ask how much work has gotten done, and remind people if they are falling behind.

I know group work can be challenging if the members aren't very active, but the least you can do is try. With that, I will see you all next week!

Week 19: Good afternoon everyone! We are going to discuss a new type of organization today: your digital one. Even if your room is now perfectly clean, your laptop may be struggling. Decluttering is essential, as it prevents any important information getting lost in the mess. I am going to focus on Google Drive today, but if you have an alternative app that is similar to Google Drive, feel free to use that too. Google Drive should immediately become your best friend if you want to declutter. It holds all the information and files that are needed to weed through. When sorting through files, make sure that there are no doubled copies or untouched documents from years past. Once you've deleted those, place the kept files in folders to organize them. How you organize is ultimately up to you, but I suggest using the subfile feature to make sure everything is placed in its right spot. Next, images. So many images are probably old and not needed, so go ahead and delete all of those. Then, similarly organize the images you do still have.

I hope your digital space becomes just as pristine as your life is becoming! See you next week!

Week 20: We have made it to week 20! This means we are about halfway through all Organization Matters presentations. For this week, we are discussing communication. Although it may not be super obvious, communication is tightly connected to organization. Without strong communication, it becomes difficult to keep a clear message for others. This is the key to communication. Clarity can be hard to master, but there are some aspects of communication you can focus on to try and improve it. Firstly, keep your thoughts clear. If your mind is flying all over the place during a conversation, it may be tough to express your thoughts clearly. Next, talk confidently, as it presents your ideas in a sure way. Lastly, use your body in a strategic way. Keep tall posture, and avoid excessive fidgeting, as it can be a distraction from your ideas. Communication is used all day, so practicing these will inevitably improve your skills.

Thank you for listening, and have a great day!

Week 21: Hello! I hope everyone has been having a great day. Organization is obviously important, it is why we're here, but I also want everyone to think about when they are organizing. If you have ever had a late assignment in a class, did it quickly become 10 late assignments? That makes sense. Immediate organization is key to actually staying organized. Now, how does one do this? When you have something that enters a space, whether physical or digital, organize it as soon as you can. Find where it should be placed, and get it there immediately. If you tell yourself, oh, I'll put it there tonight, chances are that's not happening. When one thing gets pushed back, others get even more pushed back, and suddenly everything is too overwhelming to even begin touching it. Things pile up. The snowball effect is definitely real, but can be avoided if you never let things be unorganized in the first place. As hard as it is, I urge you to try.

With that, see you next time!

Week 22: Good afternoon everyone! We have talked about the digital realm and its organization, but I want to hone in on emails. How often do you check your emails? It's okay if you don't do it often, because at least you've acknowledged it! More likely than not, your email is a bit all over the place, because it can be tough to always keep it organized. However, if you can organize it, you will help yourself tremendously. It makes sense to be scared to check your email when it is so full, but that will only make matters worse. To organize your emails, start by opening up your account. What you first need to do is remove any spam emails, and unsubscribe to things you don't care about. This may take time, but it will be worth it. Once the unnecessary emails are gone, open and read all the ones you do care about. Now, you've achieved an organized email space! But you have to maintain it. To do this, check your email every day, or at least a few times a week and repeat the same processes. It can be hard to do, but will ensure everything is protected and seen.

Thank you all, and I will see you later!

Week 23: Hello again! I hope you're all doing well. Has anyone recently gotten a direction and been confused? Yeah, because they can be confusing at times! But, if you don't understand a direction or a series of them, completing a task is near impossible. That is why understanding directions is absolutely crucial to staying organized and on top of your tasks. You want to spend your time doing the tasks, not analyzing what you even have to do. When directions are long, that likely means most of it is to some degree fluff. All you really need is to figure out *what* you have to do. The action. Once you have that understood, you can go back and grasp the other details you may need. As you do this more often, you will begin to become better, and reduce the time you need on instructions.

With this lesson complete, I hope your day goes well!

Week 24: Good afternoon everybody! Today I want to focus on the individual more than the skill itself. When you move through life, you need to understand what you have in control. And more importantly, you have to understand that things you want will only be accomplished by fighting for them yourself. At this point, our parents cannot hold our hand; we have to get the hard stuff done with our voices. This is not to say that asking for help is never a good idea, in fact, I encourage it. What matters most is that you do your best to advocate for yourself when needed. How does one do this? Here are some methods. Being proactive is key. Be the person who starts the conversation, because chances are that it won't happen if you don't do anything. Additionally, having some sort of proof that you reached out—think emails, screenshots—can greatly help if someone denies that you tried to talk through something. Asking questions can also be a way to ensure everyone is on the same page. Most importantly, don't be afraid to speak out if something feels wrong or if you need to say something important. Believe in yourself, and see you around!

Week 25: Hello everyone! Thank you so much for sticking with me for 25 weeks! Last week was about ourselves, now I want to discuss others. More specifically, a mentor. Mentors can be super helpful to have as an inspiration and model, especially if they specialize in something you're interested in. Some benefits of having a mentor can be the ability to ask questions. Even if they don't have every answer, it is still an option. If they are successful in what you want to potentially pursue, it can be helpful to observe and consider for your own path. Finally, they could know people that serve you well in your future. If you're unsure on where to find a mentor, there are several places to look. You can start in places where you're already involved, like school or sports. Otherwise, ask friends and family if they know anyone who could be interested. Finally, use LinkedIn if you have no where else to check. I hope you can find someone! Have a great day!

Week 26: Good afternoon! I hope you're all having a great day. Today's topic may not be useful to everyone, as we all work differently, but I want to propose it as an option. Visual planning can be extremely helpful to see exactly what needs to be done and how. It also keeps ideas safe, as they are stored in a distinct visual that could be written on various mediums. Some to think about are regular paper, a notebook, or even a whiteboard. If you want to create a visual map, start with the central idea. This may be the end goal or a general idea that everything will be centered around. Figure out the general tasks or concepts, and create other bubbles for those. Now, you can create as many subgroups as you may need or want. Finally, branch out to any further extent! You have now created a visual map. I hope this lesson was helpful, and I'll see you next week!

Week 27: Hello everyone! Hope we are all excited to be here. Today I'm going to focus a bit more on studying skills. The skill in question is teaching. If you didn't know, teaching is one of the strongest methods to retain information. It shows you exactly what aspects of a subject you

are strongest and are weakest in, which in turn is very helpful. If you ever find yourself unsure of your abilities to remember information, test yourself by teaching someone. It could be teaching someone who is in your class, or a person who has no idea what the subject is. If you can teach an entire subject well enough to someone, that means you got the material down! Also, you can become a student for the day if a friend needs to remember something as well!

Hope you all have a great day!

Week 28: Hello everyone! Welcome back to the club. Today is going to discuss the ability to stay accountable. Staying accountable is really hard, especially when you do it yourself. That's why accountability buddies are what I'm suggesting! If you have never heard of an accountability buddy, it is someone you agree to check up on every so often to make sure each person is actually getting closer to their goals. For a successful system, there are a few things you need to do. First, as I mentioned, each person checks up on the other every so often. Additionally, this person can serve as motivation, as they can pep you up however needed. Making someone you already know(or don't know!) can also strengthen a relationship that can be continued on further and life and make your life a more positive place!

I hope you find yourself a great accountability buddy, and see you next week!

Week 29: Good afternoon! I know we are currently in the midst of the school year, but I wanted to think about summer. Or more specifically, the last day before summer ends. Even if it can be a sad time, it really is the last opportunity to prep while outside of school. Here are a few steps to take to ensure you are set for the year ahead. If there is anything that needs to be done before school starts, like summer homework, do that as soon as possible! Prepare where items in your backpack need to be or anything of that sort. Before going to bed, double check that nothing will be suddenly remembered the next morning. Most importantly, go to sleep on time! Having a good sleeping schedule is important, and by starting off the year strong, you can keep the routine going. Although it may be scary to enter a new year, mentally preparing yourself to get through any challenges coming your way will be beneficial in the long run. After all, with a strong sense of organization, it could never be that bad.

Anyways, have a great day!

Week 30: Hello everybody! I hope this day has been great so far. Today I want to go back to something a bit more talked about with organization, which is color coding. Color coding can be used for studying, but it doesn't have to be exclusively for that purpose. Also, color coding doesn't require a 50 set of highlighters, because just a few colors work! If you feel like you don't have the supplies, you likely do, but you can also ask a friend for some colors. Obviously, notes can be color coded to emphasize certain points or ideas, but it can also be used in planners and calendars. The easiest way to utilize color coding is with scheduling groups, but if you have other systems that work for you feel free to do this.

Thank you for your time, and have a great day!

Week 31: Good afternoon everyone! Today is going to be a lesson about something we don't want to do, which is a bit different than how things usually are. That thing in question is multitasking. Whether or not you multitask, it is something to avoid. The urge is real, I know. But multitasking is not as effective as you might think it is. When you multitask, you overload your brain and make each task you're doing go slower. When each one is slower, less gets done, and time that could be used on other activities is wasted. Instead, you should try to only concentrate on one task at a time. Even if it sounds counterintuitive, doing one thing at a time will end up being faster than multitasking ever could be.

Hope you enjoyed the lesson, and have a great day!

Week 32: Hello everybody! I usually enjoy staying positive in these meetings, as that only benefits organization, but I want to talk about something slightly negative: saying no. Saying no is quite difficult in situations where you want to do something or are a people pleaser. However, if you spread yourself too thin by hanging out with all of your friends and doing all of the possible extracurricular activities, you will have a hard time in everything. You need to figure out what you want your day to look like for maximum fulfillment. If someone invites you to do something or you receive some sort of offer, I want you to take a moment before answering. First, consider what this opportunity is and if it even sounds interesting. Once you've figured that out, imagine the scenario where you would say yes or no. After evaluating the question, respond with what will best help you succeed. Of course, it can be good to take a break, but be wise with how you take them.

That's all for today, thank you for listening!

Week 33: Hello again! Welcome back to the club. Today we are going to touch back on something we've gone through a bit. This lesson is about scheduling. By now, we've heard about calendars and managing time, but I wanted to dive deeper into scheduling itself. Scheduling is all about prepping beforehand and avoiding chaos before it occurs. I want to make it very clear that schedules should be made before the day, week, or month begins. I also want to add that schedules should remain flexible. While it is good to have a set plan, life happens, and things may get in the way. If that occurs, you need flexibility to make any updates work without screwing up your entire day. This is a skill to build, but a good one to master.

With that, have an amazing rest of your day!

Week 34: Good afternoon! Our lesson for today is a more modern lesson, as it has only been an option for the past decade or so. This topic is automation. We've all gotten used to certain aspects of technology, but I think the younger generation has yet to discover how powerful automation can be in helping your organization. When you make mandatory but tedious tasks out of your control, lots of space fills up. Some ideas to consider using it on are finances. Although we aren't all adults yet, we will be, so being able to not worry about filing forms is very helpful.

There is also the scheduled sending feature on many phones, which removes the stress of sending a text in the future. Lastly, reminders automate a sort of check-in for our brain that leaves us less guilty and less worried about the mere concept of needing to remember timelines.

With this lesson, have a great rest of your day!

Week 35: Hello everybody! Welcome to week 35! After having been in this club for so long, I wanted to discuss patience. The skill of patience is not in itself tied to organization, but is in the sense that you shouldn't stress too hard about immediate results. You know, life is hard, and can make finding motivation really difficult. But if you have some patience with yourself, you may produce better results. For example, in school, grades do not change within a day, they adapt over the course of a semester. Even in your daily habits, you have to slowly build consistency. Once patience is developed, you can make peace with things and live life to the fullest. Have an amazing day!

Week 36: Good afternoon! I hope you have had a nice day. When thinking about organizing, there is often lots of sorting involved. But for sorting to be successful, you need to name your categories. Naming is extremely helpful as it reduces confusion on where things are placed in your life. Rather than needing to check every last spot for a piece of paper, you can find it with a naming system. Now, where could naming systems be used? Firstly, you could use it digitally. This could be on Google Drive with folders, or grouping apps on your phone. In real life, naming folders or grouping items in your room can be beneficial to your organization. I hope that this lesson was helpful!

Week 37: Hi again! Today's topic is something we've briefly discussed in past meetings, but it deserved its own week. This topic is alarms. Obviously, we all use alarms to wake up or for other basic requirements. However, they can be used in a much wider way, as long as you are proactive about setting them beforehand. If you schedule alarms based on some sort of calendar, this can tie in organization even further. Some benefits for actually using alarms are that you will be more on time and have less guilt. When alarms are successfully used, you will never be late to a task or event. Having alarms set relieves the responsibility of remembering off of you, so you won't feel guilty for forgetting something. With that, have a great rest of your day!

Week 38: Hello everybody! I hope everyone is doing well. I want to bring back the focus onto other people in your life. Specifically, those who you love and cherish very much. Without potentially realizing, they have become your support system in life. By recognizing that, you can take advantage of the help around you. As a reminder, asking for help is important! It can greatly aid when you feel spread too thin or unsure in life. If you don't know who your support systems could be, think about friends who have been at your side. Maybe it's family members you love

that have been there since day 1. Or maybe it's some adult figure like a teacher or coach who has yet to let you down.

In any case, stay strong and have a great day!

Week 39: Good afternoon everybody! My lesson for you today is about distractions, and what to do about them. The modern world we live in is entirely filled with distractions. Whether it's an ad, people in a shouting match, music playing, or something else, there is often something that is out of our control. What is in our control though? Well, we can do our best to stay locked in despite distractions. This generally means getting rid of distractions as thoroughly as possible. For example, instrumental music can tune out any other noise. Website blockers literally force you off of sites you know you could lose yourself in. Being alone removes the temptation to converse, and being able to imagine the finish line can motivate you despite distractions. Even when you do want to hang out with friends, being able to dedicate time to work is what will get you places.

Have an amazing day!

Week 40: Good afternoon everybody! Thank you all so so much for being here all year, or, if you came later, for showing up at all. I truly hope that this experience was beneficial to you and will serve you for many years to come. For our last week, I simply wanted to reflect on everything that we have done and accomplished. Firstly, think about what you have learned and resonated with the most. Now, consider if and/or when you applied that new knowledge. Or, where you could apply it in your future! Finally, ask yourself if you have told anyone about these tips or if you know someone who could be interested. If anyone would like to review the information, search up organization matters on google and you will open my Gold Award Website! Again, it was an honor to be with everyone this year, and have a great summer!