



# Stout Middle School

## Student Newsletter



Week of January 25th, 2021



### HOW TO IMPROVE YOUR TIME MANAGEMENT SKILLS

Do you often feel stressed out with too much school work or too many responsibilities? As time passes, do you feel like you have more tasks on hand than you have time to do them? This may mean that it's time to improve your important time management skills.

The trick is to organize your tasks and use your time effectively to get more things done each day. This can help you to lower stress levels and improve your productivity both at school and at home.

#### 1. Delegate Tasks

It is common for all of us to take on more tasks than we are capable of completing. This can often result in stress and burnout. Delegation does not mean you are running away from your responsibilities but are instead learning proper management of your tasks. Choose the important tasks first.

#### 2. Prioritize Work

Before the start of the day, make a list of tasks that need your immediate attention. Unimportant tasks can consume much of your precious time, and we tend to offer these too much of our energy because they are easier or less stressful.

#### 3. Create a Schedule

Carry a planner or notebook with you and list all the tasks that come to your mind. Being able to check off items as you complete them will give you a sense of accomplishment and keep you motivated.

#### 4. Set up Deadlines

When you have a task at hand, set a realistic deadline, and stick to it. Once you set a deadline, it may be helpful to write it on a sticky note and put it near your workspace. This will give you a visual cue to keep you on task.

Try to set a deadline a few days before the task is due so that you can complete all those tasks that may get in the way. Challenge yourself and meet the deadline; reward yourself for meeting a difficult challenge on your task list in a limited amount of time.

#### 6. Deal with Stress Wisely

Stress often occurs when we accept more work than we are capable of accomplishing. The result is that our body starts feeling tired, which can affect our productivity. Stress comes in various forms for different people, but some productive ways to deal with stress can include:

1. Exercising
2. Practicing meditation
3. Calling up a friend
4. Participating in your favorite hobby
5. Listening to music or a podcast

### Important Dates and INFORMATION

1/25/2021: Half day

1/26/2021: Half day

1/27/2021:

1/28/2021:

1/29/2021:

**\*\*CHESS CLUB\*\***

Sign up here:

<https://docs.google.com/forms/d/17WYBUdi1fNF90xV8cBhsXcTLnvGUU-YExjXet4sKSqg/edit>

Email Mr. Liggett with any other questions

[liggettj@dearbornschools.org](mailto:liggettj@dearbornschools.org)

GET TO KNOW  
TEACHERS & STAFF



Hello, my name is Mrs. Wiacek

Birthdate: January 21  
Interventionist & WEB Coordinator

"Today I choose calm over chaos, serenity over stress, peace over perfection, grace over grit, faith over fear." ~Mary Davis

I am married and have two daughters, ages 19 and 16. I attended the University of Michigan-Dearborn and Marygrove College. I love to watch college football and cheer all things maize and blue! Go Michigan! I love to cook and bake, to read, to ride bikes, and to kayak.

Contact me here:  
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Blog updates are posted on Schoology

SOCIAL EMOTIONAL  
*learning*  
RESOURCES

**Yoga for Brain Power!**

Use this rejuvenating yoga break for an instant cognitive boost. This flow is great for increasing fresh blood and oxygen to your beautiful brain. With an emphasis on awareness and centering, this yoga practice helps to stimulate blood flow to the brain, relax the mind, increase focus, and improve memory. Try it out the next time you need help a brain boost 😊

[Click here for video.](#)

[Social Emotional Family Activity](#)



Create a time capsule of your time at home with your family. Click the link below to view the activity.

[Covid-19 Time Capsule](#)

**WEEKLY RIDDLE**

Can you name three consecutive days without using the words Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, or Sunday?

Send your answers to [alhasa@dearbornschools.org](mailto:alhasa@dearbornschools.org)

Last week's riddle answer:

The more you take, the more you leave behind. What am I?

-If you guessed **Footsteps**

You are correct!