



# The Knight's Table



Time management and organization are key skills that can help you succeed in school and in life. One of the best strategies is to create a schedule or planner. By writing down all the things you need to do each day, like homework, chores, and activities, you can see what needs to be done and when. This way, you can plan your time better, making sure you don't forget anything important. A planner can be a notebook or an app, whichever works best for you!

Another great strategy is breaking big tasks into smaller parts. If you have a big project or long assignment, it can feel overwhelming. But if you break it down into smaller steps, like researching, writing, and editing, you can tackle each part one at a time.

It also makes the work feel less stressful, and you can track your progress as you go. This method helps you stay focused and prevents procrastination.

Staying organized also involves keeping your school materials neat and easy to find. Having a designated spot for your books, papers, and supplies can save you time looking for them later. Use folders, binders, or even color-coded systems to keep things in order. It's a simple step, but it can save you a lot of frustration and time, especially when you're in a rush.

Lastly, don't forget to give yourself breaks! It's important to manage your time so that you can balance work and relaxation. If you work for 30 to 45 minutes, take a short break to refresh your mind. This helps you stay focused and energized for the next task. Remember, staying organized and managing your time well isn't just about doing schoolwork, it's also about finding time to enjoy your hobbies and have fun!

-Keqing Zhao

"The shorter way to do many things is to only do one thing at a time." - Mozart



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**Social Emotional Awareness Leadership**



**Est-2019**

## NEW BEGINNINGS

**New Beginnings – Adjusting to new classes and routines at the start of the school year.**

The beginning of the school year, everyone is trying to make friends and have a good reputation. But all you have to be is kind and respectful. To start the school year you don't need to be friends with the entire school. You only need at least one good friend. Stay away from drama and try not to get in trouble. Some people think that it is cool getting in trouble. But it is not.

I think that joining activities like cheerleading, basketball team, drama, or any other clubs will be fun. You will make more friends in clubs and have many trips. Don't be stressed out too much. But always study before a test. Don't second guess yourself. You will get more questions incorrect. Believe in yourself you got this. Get to class on time but don't run to class either. Sit with your friends and not your enemies. Have fun at lunch, talk, laugh and play games.

In the first couple of weeks you will not remember any of your classes but neither did I. I just went over it with my friends during homeroom because my teacher let us. To get used to your schedule you should carry around your program card. When passing through the hallways it will be chaotic. There are hundreds of kids moving to their classes. But you have to get to class so if someone pushes you don't push them back it will just start problems and we don't want that.

A lot of kids don't do their homework because they say that it is only 5% of our grade but even so, just do it. It shouldn't take more than an hour to do all of your homework. Every little thing counts. Once you blink it will be the 4th marking period already. So, make the best of it. Go out hangout with friends and have fun. **-Stacy Katsaros**





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## WORD SCRAMBLE

Unscramble each of the school related clue words. Copy the letter in the numbered boxes to the boxes below with the same number to reveal a secret message!

COHLOS

	5				

NEILPC

		10			

NEISRDF

		16		18		

RAHETCE

2					11	

DETUTSN

	7					15

FOECIF

8					

STSET

	3				

KHWOREOM

	13					12	6

MYG

	17	

SIRCOSSS

		1				

DISVEO

				9	

RUELR

		14			

SARSOOLMC

		4					



1	2	3

B			
	4	5	6

7	8

9	10	11	12	13

15	16	17	18



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