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♥  
*Ashley*

# GOOGLE SLIDES

Your resource comes with a digital version for use in Google Slides via Google Classroom. Follow these steps to upload your resource.

**1** Click here  [Middle School Files: Academics](#)

**2** You will be prompted to make a copy of the resource. Click on the blue box that says “Make a copy” and the resource will go directly into your Google drive.

Google Drive

Copy document

Would you like to make a copy of Career Interest Inventory?

Make a copy



**3** Go to your Google Drive and locate the copy of the file. You can rename the file at this point or add/delete slides.

**4** Next, go to your Google Classroom and add an assignment. Select the Google Drive Symbol and select the resource you want to assign.

**5** From here, you should see a grey box that says “Students can view file.” Click the grey box. A dropdown menu should appear. Select, “Make a copy for each student.”

**YOU HAVE TO MAKE A COPY FOR EACH STUDENT!**

Otherwise they will all be editing the same file.

Click “Assign” in the top right corner if you’re ready to post!

This product is meant to be used in “edit” mode (not “presentation” mode). Edit mode is the only mode that allows drag & drop and writing in text boxes.

Helpful links for using Google Classroom:

[Teacher Tips for using Google Classroom \(TPT blog\)](#)

[Getting Started with Google Classroom \(youtube video\)](#)

# MIDDLE SCHOOL FILES

## Academics

### Session Objective:

\*Students will identify success skills.

### Materials:

\*One workbook for each student.

\*Pencils.

### Guiding Questions:

\*What are ways to be successful in your academic life?

\*What are some ways to manage your time as a middle school student?

### ASCA Standards Alignment:

\*Mindset: Belief in using abilities to their fullest to achieve high-quality results and outcomes. (M 5)

\*Behavior: Learning Strategies: Time-management, organizational and study skills. (B-LS 3)

Behavior: Learning Strategies: Long- and short-term academic, career and social/emotional goals. (B-LS 7)

\*Behavior: Self-Management: Effective Coping Skills. (B-SMS 7)

\*Behavior: Balance of school, home, and community activities. (B-SMS 8)

### SEL Competencies:

\*Self-Management: Stress Management, Goal setting, Organizational skills, Self-motivation, Self-discipline.

### Session Details

\*Make sure each student has their own workbook and pencil to complete the workbook.

\*Say "Middle School is a new and exciting world full of new friends, new teachers, new classes and new challenges like increased responsibilities. Managing your academics is one of those responsibilities. There are four parts of managing your academics that you need to be aware of: Time management, planning, organization, and academic pressure. Think of these "middle school files" as your success skills and tricks that you will continue to develop and improve throughout your entire life. Let's start in the Time Management file. First let's discuss what time management is and how it impacts our life." Review page two of the workbook. "Now let's talk about the best tips and tricks for time management, these are tools in your toolbelt to help you better manage your academic life." Go through page three of the workbook. "Now that we know these time management techniques, let's practice them." Have students complete each page of the time management techniques (p. 4-7). "Let's reflect on what we have learned about our own time management. (complete page 8). Go through each of the four sections in the workbook in the same manner.

\*Encourage students to keep the workbook to reference it later when they need it as their academic life changes and they face new challenges.





MIDDLE  
SCHOOL  
FILES



Academics



# MIDDLE SCHOOL FILES

## Academic Life

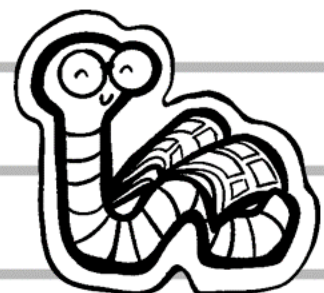
Middle School is a new and exciting world full of new friends, teachers, classes, and challenges, such as increased responsibilities. Managing your academics is one of those responsibilities.



There are four parts of managing your academics that you need to be aware of: Time management, planning, organization, and academic pressure.



Think of these "middle school files" as your success skills and tricks that you will continue to develop and improve throughout your entire life.



Time Management

Planning

Organization

Academic Pressure

# MIDDLE SCHOOL FILES

## What is Time Management?

Time management is the process of planning, organizing, and prioritizing your tasks and activities in order to make the most efficient use of your time.



As a middle schooler, managing time can be a struggle. School work, after-school activities, sports, friends, family time, social media, TV, and video games can take up a lot of our time. It feels like there is never enough time to do everything.

Having a plan for allocating your time can help you get more done, feel less stressed, and help you be more successful. You will feel more in control once you learn to manage your time effectively.





# MIDDLE SCHOOL FILES

## Time Management Tips & Tricks

Here are a few ways to improve your time management:

\*Set Priorities- prioritize your tasks based on their importance and urgency. Focus on completing high-priority tasks first, and allocate your time accordingly.

\*Break tasks into smaller steps- Break larger tasks or projects into smaller, more manageable steps.

This can help you avoid feeling overwhelmed and make it easier to tackle tasks one step at a time.

\*Limit Distractions- Identify and minimize distractions that can interfere with your productivity, such as social media, texts, or interruptions from others.

\*Learn to say No- Set boundaries and say no to activities or commitments that don't align with your priorities or goals. Learning to say no can help avoid overcommitting and spreading yourself too thin.



# MIDDLE SCHOOL FILES

## Set Priorities

One way to prioritize is to use the Eisenhower Matrix, this method categorizes tasks based on their urgency and importance. Tasks are divided into four quadrants. This helps prioritize tasks effectively.

**URGENT****NOT URGENT****IMPORTANT**

Do it now:

Decide when to do it:

**NOT IMPORTANT**

Delegate this:

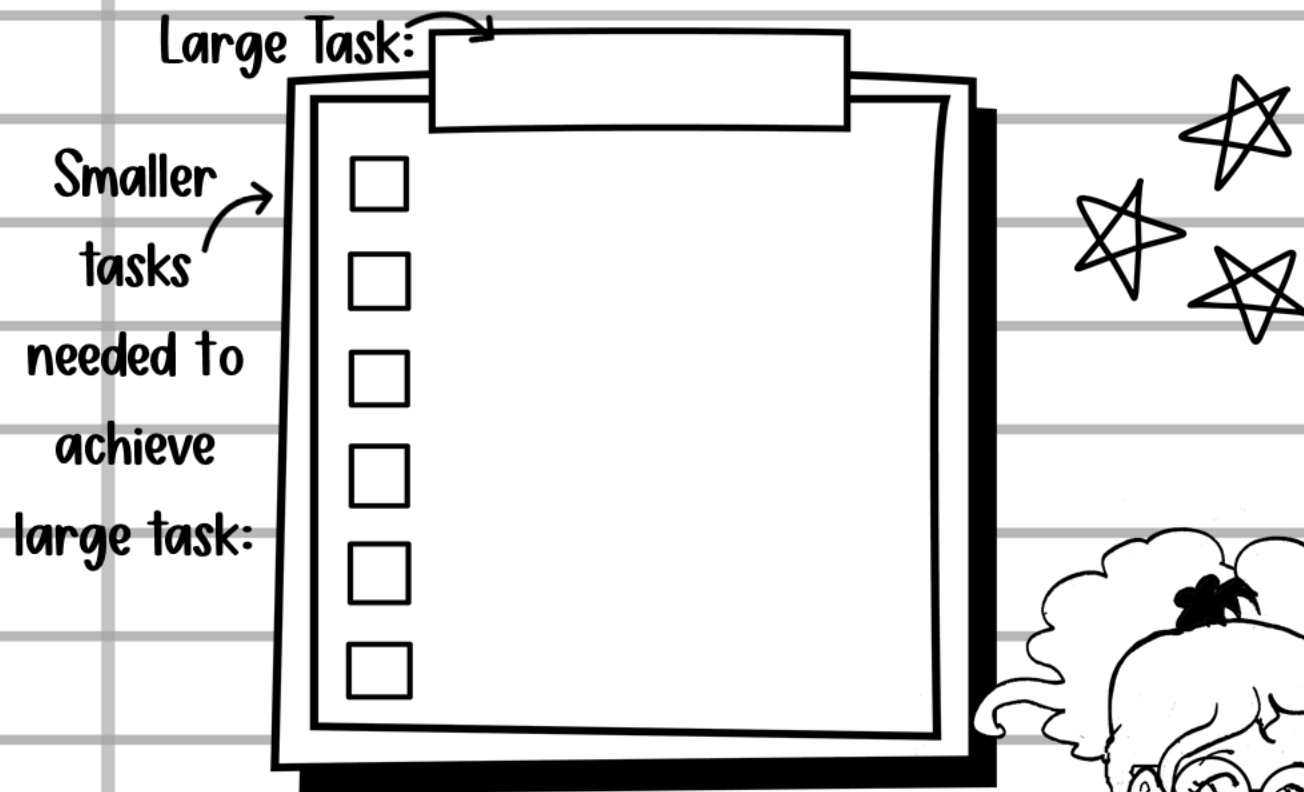
Delete it:



# MIDDLE SCHOOL FILES

## Break up tasks

To break up tasks, use the Pomodoro Technique. This technique involves breaking work into intervals, typically 25 minutes in length, separated by short breaks. After completing four intervals, take a longer break. The Pomodoro Technique helps maintain focus and prevent burnout.



Step 1: Pick one smaller task.

Step 2: Set a 25 minute timer.

Step 3: Work on your task until the time is up.

Step 4: Take a 5 minute break.

Step 5: Repeat from step one until you have done four rounds (or pomodoros) and then take a longer 15-30 minute break.



# MIDDLE SCHOOL FILES

## Limit Distractions

Distractions keep us from being productive. Think of three frequent distractions you have when you are trying to focus, and how to eliminate them.

Distraction:

How I will eliminate this distraction:

Distraction:

How I will eliminate this distraction:

Distraction:

How I will eliminate this distraction:

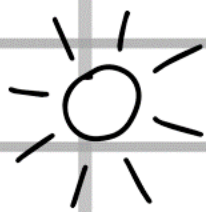


# MIDDLE SCHOOL FILES

## Learn to say No

Learning how to say no assertively and respectfully is an important skill that can help you set boundaries, prioritize your time and energy, and maintain your well-being. Identify a goal and then think of current things that you do that do NOT help you reach your goal and consider eliminating them.

My Goal:



Activities, Tasks, or Commitments that don't help me reach my goal:



# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to time management in your life.



I'm doing great at:



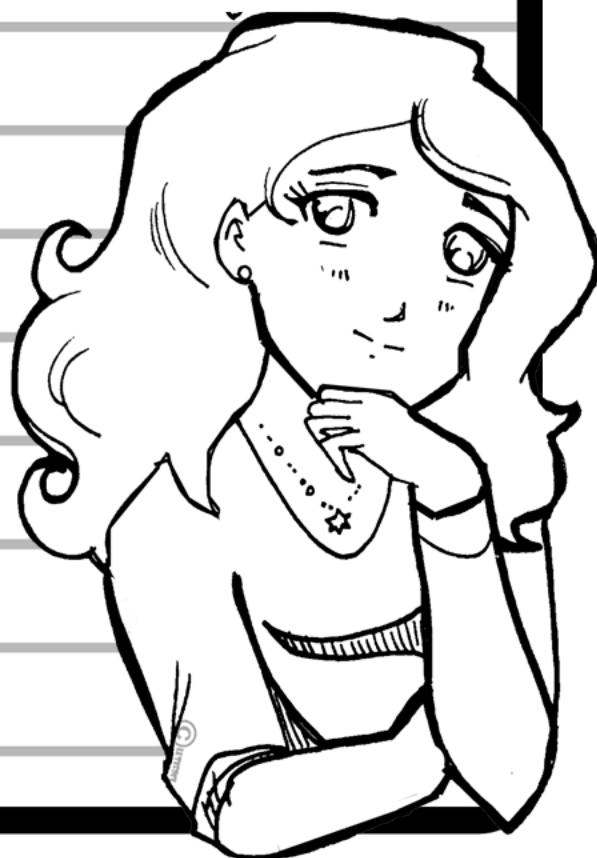
I'm working on improving:



I need more help with:



My takeaway's from this activity:





# MIDDLE SCHOOL FILES

## What is Planning?

Planning is the process of setting goals, outlining tasks, and creating strategies to achieve those goals effectively and efficiently. It involves anticipating future events, identifying potential obstacles, and developing a course of action to address them.



You have always followed a schedule, but it was created and managed by your parents and teachers. Now that you are in middle school, it's time for you to create, plan, and manage your own schedule.

Planning your daily activities will help you plan and use your time best, making balancing your homework, school projects, activities, and time with your friends easier.



Planning

# MIDDLE SCHOOL FILES

## Planning Tips and Tricks

Here are a few ways to improve your planning:

\*Set goals- Establish clear, specific, and achievable goals for yourself. Having a clear sense of what you want to accomplish can help you stay focused and motivated to get started on your tasks.

\*Use a planner- Use a planner or calendar to keep track of assignments, deadlines, and important dates. Write down due dates, test dates, extracurricular activities, and other commitments to stay organized and manage your time effectively.

\*Create a schedule- Establish a daily routine that includes dedicated time for homework, studying, and other activities. Consistency is key to developing good habits and staying organized.

\*Don't procrastinate- Find ways to motivate yourself to get tasks done in a timely manner. Leaving tasks to the last minute can cause increased stress and produces poor quality work.

Planning



# MIDDLE SCHOOL FILES

## Set Goals

Setting SMART goals is an effective way to set clear, achievable, and meaningful objectives. SMART is an acronym for Specific, Measurable, Achievable, Relevant, and Time-bound. Complete this SMART guide for one of your goals.



Planning

### SPECIFIC

What exactly do I want to accomplish?

### MEASURABLE

How will I know when I have achieved my goal?

ACHIEVEABLE

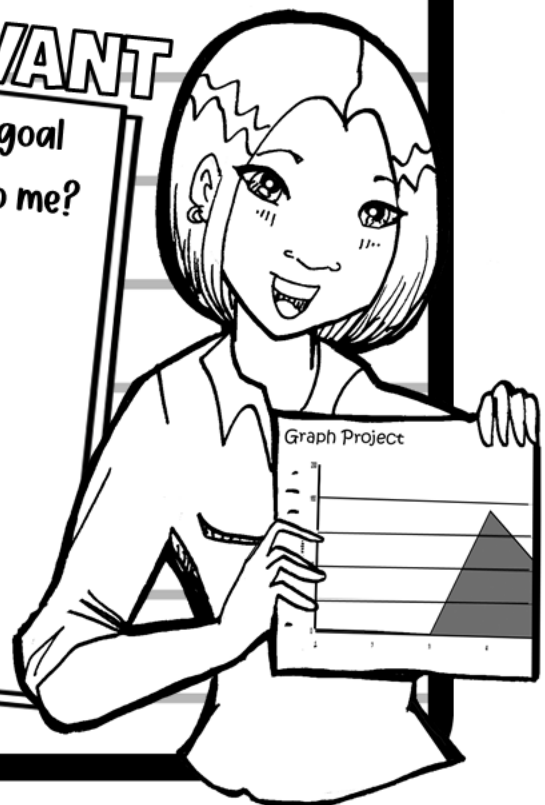
Is this goal realistic given my resources and abilities?

### RELEVANT

Why is this goal important to me?

By when do I want to achieve this goal?

### TIME-BOUND





# MIDDLE SCHOOL FILES

## Use a Planner

Think about your week, write down the activities you have.

TUESDAY

MONDAY

WEDNESDAY

FRIDAY

THURSDAY

SUNDAY

SATURDAY

Planning





# MIDDLE SCHOOL FILES

## Create a Schedule

Think about your day, plan what time you will start each task.

Wake up:

Morning routine:

School time:

After school

commitments:

Homework time:

Study time:

Fun time:

Other task:

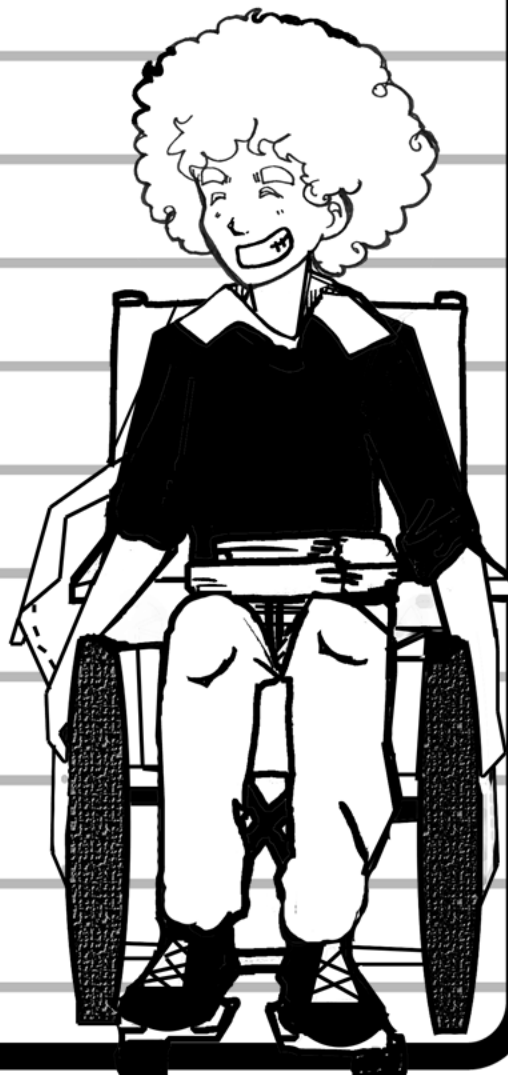
Other task:

Bed time routine:

Go to sleep:

Try to be as specific as possible. Example- School time is 8:30-4:00pm, after school commitment is at 5pm. So you have homework time from 4-5pm. This will help you utilize each minute of your day.

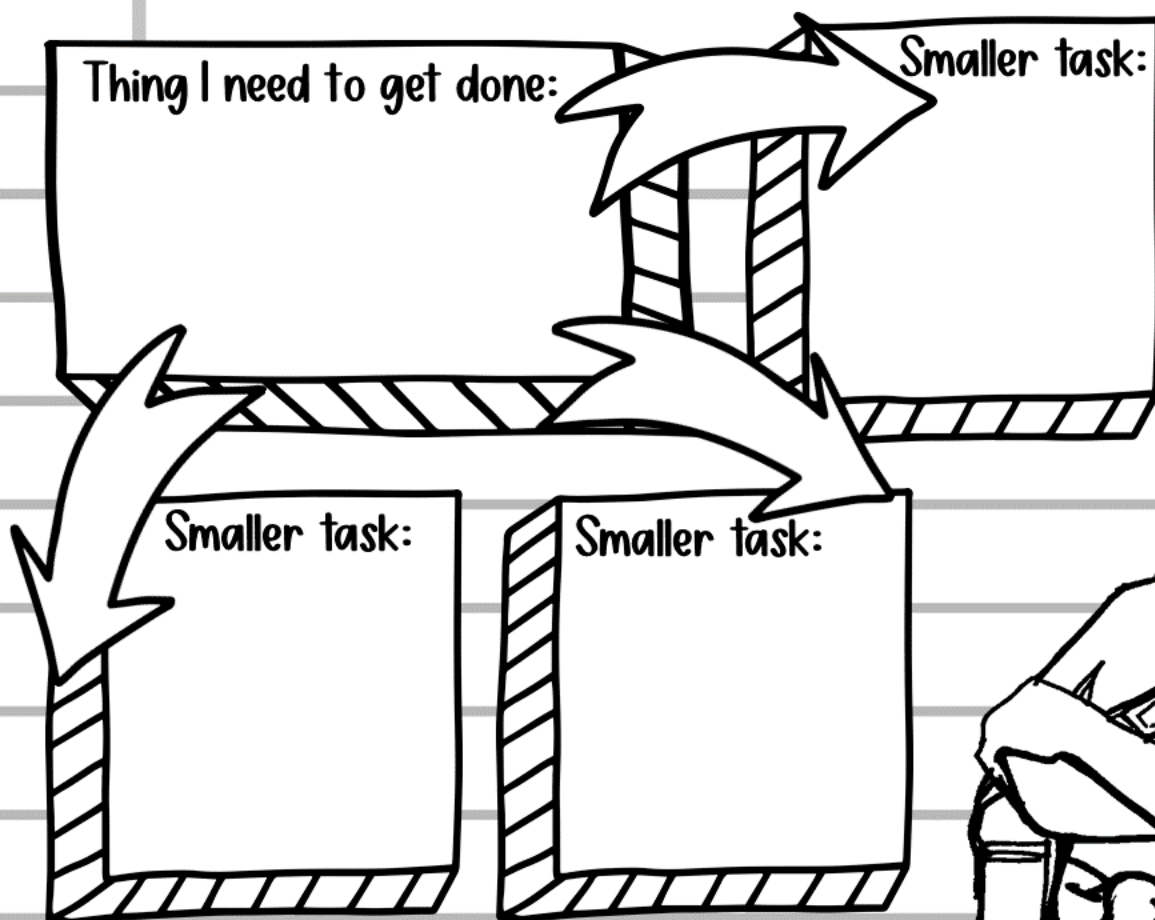
Planning



# MIDDLE SCHOOL FILES

## Don't Procrastinate

Motivate yourself to complete tasks on time by using rewards.



Reward for completing each smaller task

Reward for completing ALL tasks:

Planning



# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to planning in your life.



I'm doing great at:



I'm working on improving:



I need more help with:



My takeaway's from this activity:

Planning



# MIDDLE SCHOOL FILES

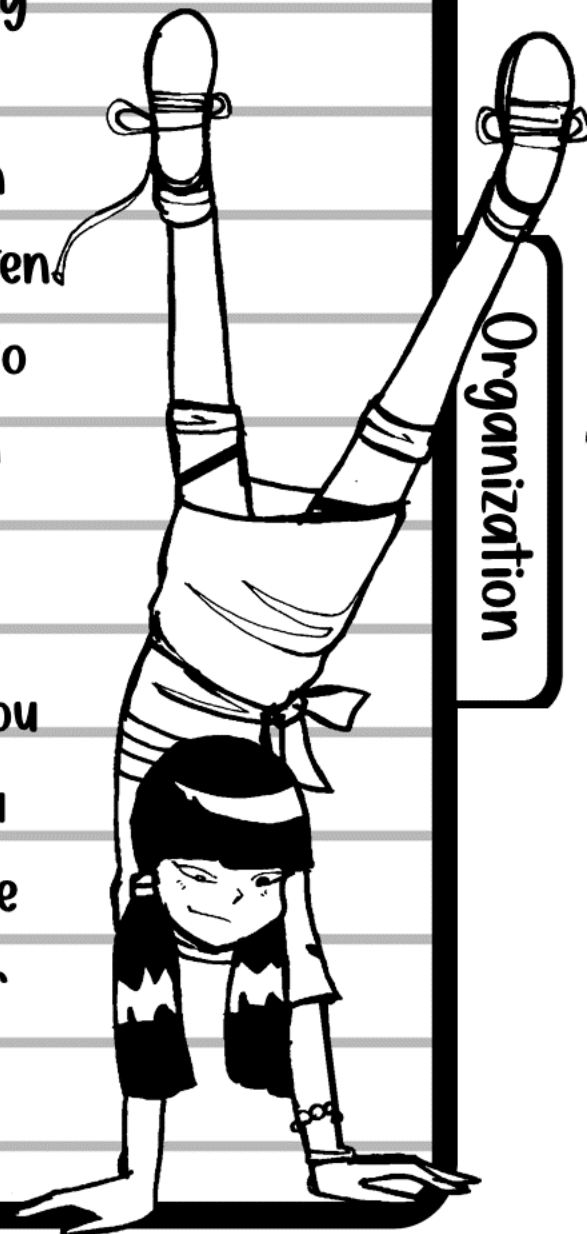
## What is Organization?

Organization refers to the process of arranging, structuring, and managing resources, tasks, or information in a systematic and orderly manner to achieve specific goals or objectives efficiently.



Middle School life is **BUSY** with many exciting activities. With so much happening, keeping up with everything can be a challenge. With your busy schedule, disorganization can often result in making life feel chaotic. Learning to organize your life can help you feel more in control and be more productive.

When you are organized, you know what you need to do and when you need to do it. You also know what supplies you need and where to find them. You feel confident about your ability to get things done.





# MIDDLE SCHOOL FILES

## Organization Tips and Tricks

Here are a few ways to improve your organization:

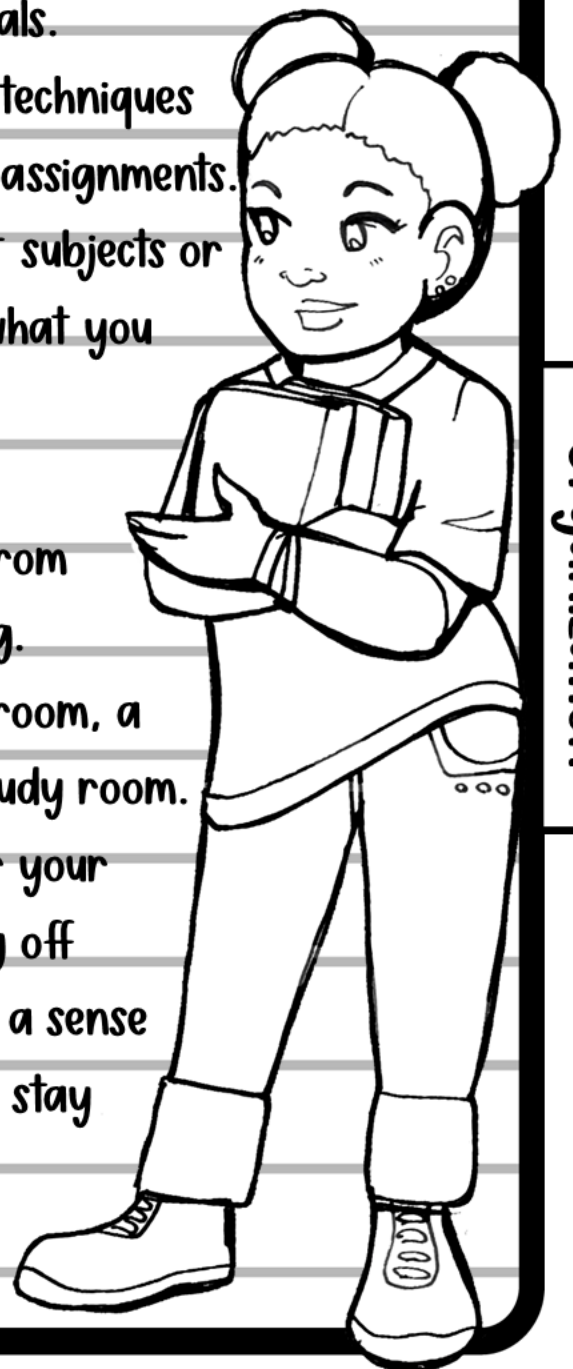
\*Assign item locations- Keep your school supplies organized and easily accessible. You should have designated places for textbooks, notebooks, pens, pencils, calculators, and other materials.

\*Use color coding- Use color-coding techniques to organize your notes, folders, and assignments. Assigning different colors to different subjects or categories can help you quickly find what you need and stay organized.

\*Designate a study space- Create a designated study space that is free from distractions and conducive to learning.

This could be a quiet corner of your room, a dedicated desk/table, or library or study room.

\*Use check-lists- Create checklists for your daily tasks and assignments. Checking off items as they are completed provides a sense of accomplishment and helps students stay organized and on track.



# MIDDLE SCHOOL FILES

## Assign item locations

Think of three items that you frequently misplace.

Assign them a location and make sure to always put them there, think of it as the item's home.

1

2

3

Organization



# MIDDLE SCHOOL FILES

## Use color coding

Assigning colors to certain things can help you quickly locate things and stay organized. Try assigning colors to folders, books, and other important items below:

YELLOW

GREEN

ORANGE

BLUE

RED

PURPLE



Organization

# MIDDLE SCHOOL FILES

## Designate a study space.

My study space is:

This is what I will have in  
my study space:

This is what I will NOT  
have in my study space:

Organization





# MIDDLE SCHOOL FILES

## Use check-lists.

Use the Ivy Lee Method: This simple method involves writing down the six most important tasks to be completed the next day, prioritizing them in order of importance. The following day, focus on completing tasks in the order they are listed, moving on to the next task only after completing the previous one.

### TO DO LIST

- 1 ☐
- 2 ☐
- 3 ☐
- 4 ☐
- 5 ☐
- 6 ☐



Organization

# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to organization in your life.



I'm doing great at:



I'm working on improving:



I need more help with:



My takeaway's from this activity:

Organization



# MIDDLE SCHOOL FILES

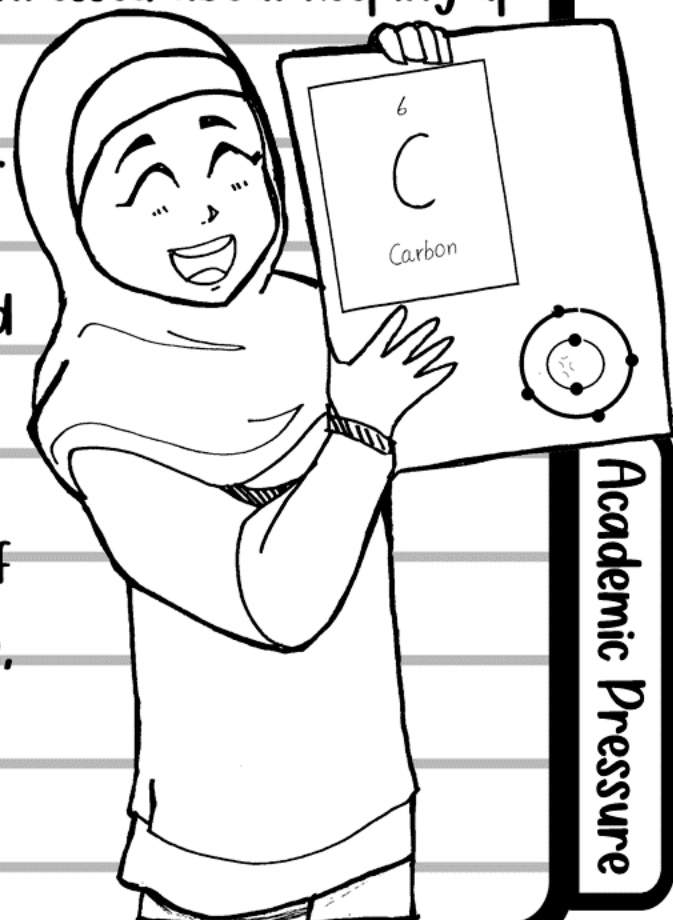
## What is Academic Pressure?

Academic Pressure refers to the stress and expectations placed on students to achieve high academic performance, excel in their studies, and meet educational goals. This pressure can come from various sources, including parents, teachers, peers, and society as a whole.



Middle school introduces challenging coursework, increased homework loads, and higher expectations for academic performance. Students may feel stressed about keeping up with assignments, studying for tests, and achieving good grades.

Academic pressure is often caused by high expectations, competition to outperform peers or achieve honors, heavy workloads, fear of failure, thinking about the future, parental expectations, societal pressures, cultural norms, and self-imposed pressure.



# MIDDLE SCHOOL FILES

## Academic Pressure Tips and Tricks

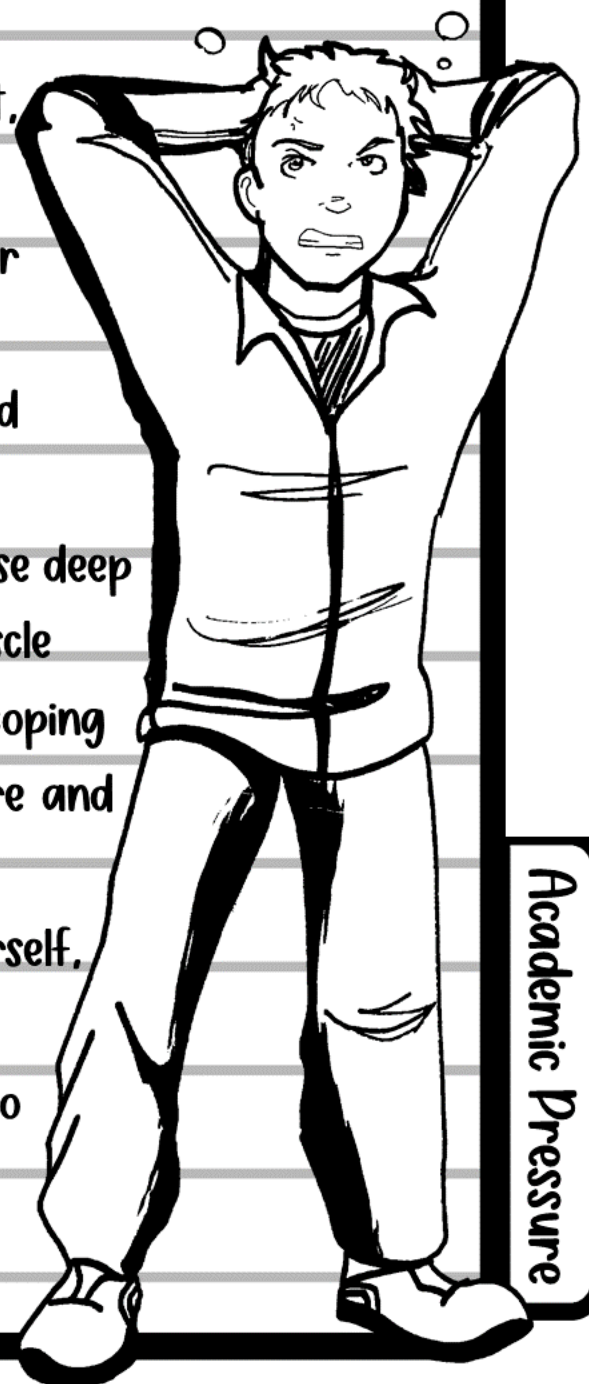
Here are a few ways to decrease academic pressure:

- \*School-life balance- Maintain a healthy balance between academics, extracurricular activities, hobbies, socializing, and downtime. Recognize the importance of rest, relaxation, and spending time with family and friends.

- \*Use a growth mindset- Focus on effort, perseverance, and learning from your mistakes rather than solely on grades or performance outcomes. Recognize that intelligence and abilities can be developed through practice and hard work.

- \*Use stress management techniques- Use deep breathing, mindfulness, progressive muscle relaxation, guided imagery, and other coping skills to help cope with academic pressure and reduce anxiety.

- \*Have self-compassion- Be kind to yourself, especially when you face challenges or setbacks. Understand that it's normal to struggle at times and that mistakes are opportunities for learning and growth.



Academic Pressure



# MIDDLE SCHOOL FILES

## School-life balance.

List your activities and hobbies below. Consider if you can cut any from your schedule. Think about time spent on the internet/social media, watching TV, playing video game, etc.

### Mandatory activities

- ☐ Homework & study time
- ☐ Family & Friend time
- ☐ Chores

### Things I spend a lot of my time doing:

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### After-School Activities

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_

### Hobbies

- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_
- ☐ \_\_\_\_\_



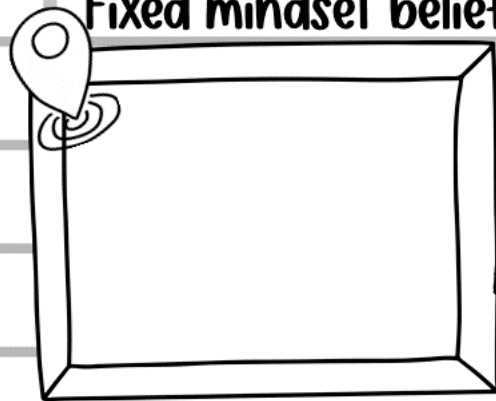
Academic Pressure

# MIDDLE SCHOOL FILES

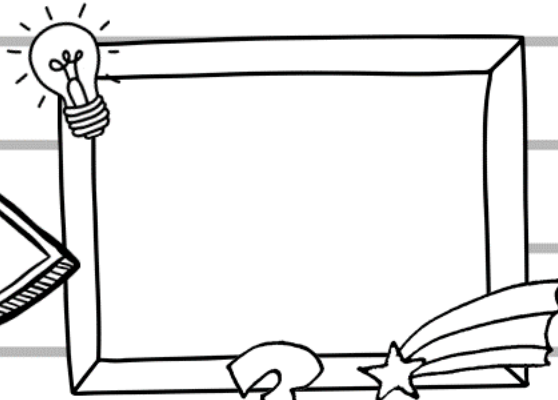
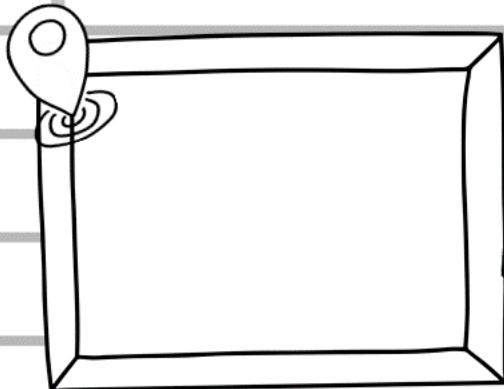
## Use a growth mindset.

People with a growth mindset believe that their abilities can be developed through dedication and effort. Practice changing mindsets below.

**Fixed mindset belief**



**Growth mindset belief**



Growth mindset-Celebrates effort, progress, and resilience, rather than focusing solely on outcomes or results.

Fixed mindset-Views failure as evidence of inherent limitations or lack of ability, leading to feelings of inadequacy or discouragement.



Academic Pressure

# MIDDLE SCHOOL FILES

## Use stress management techniques.

Circle the coping skills below that you use to manage stress.



Count to ten.



Practice slow, deep breathing.



Listen to music.



Squeeze a stress ball or use a fidget toy.



Take a break/rest.



Exercise.



Draw or write in a journal.



Read a book.



Visualize a calm place.



Do yoga or meditate.



Drink water.



Talk to a trusted person.

Academic Pressure



# MIDDLE SCHOOL FILES

## Have self-compassion.



One thing you are  
hard on yourself about:

Challenge negative self-talk  
by questioning its validity  
and replacing it with more  
compassionate and realistic  
thoughts. Ask yourself if  
you would speak to a  
friend the way you're  
speaking to yourself.



How would you  
respond to a loved one that  
felt the same way:



Academic Pressure



# MIDDLE SCHOOL FILES

## Reflection

Think about how you are doing when it comes to academic pressure in your life.



I'm doing great at:



I'm working on improving:



I need more help with:



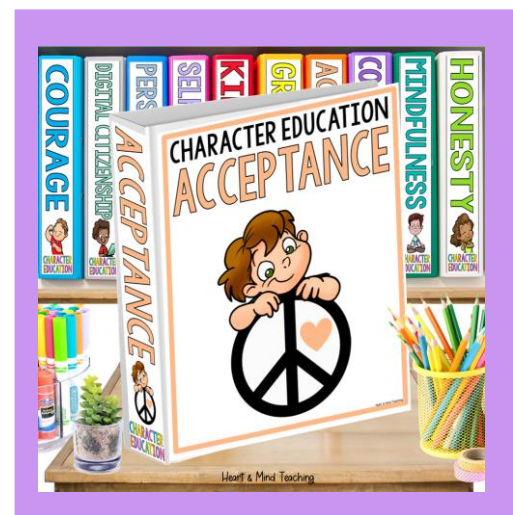
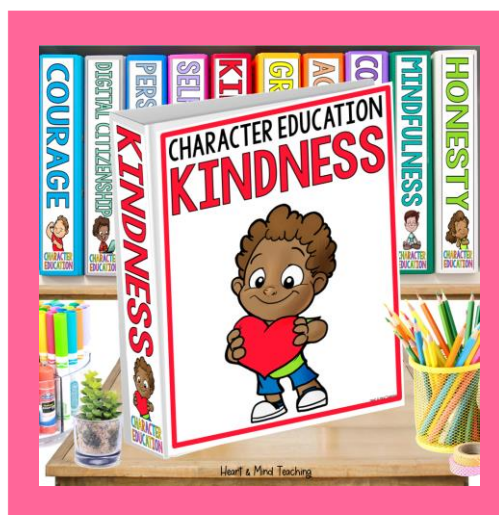
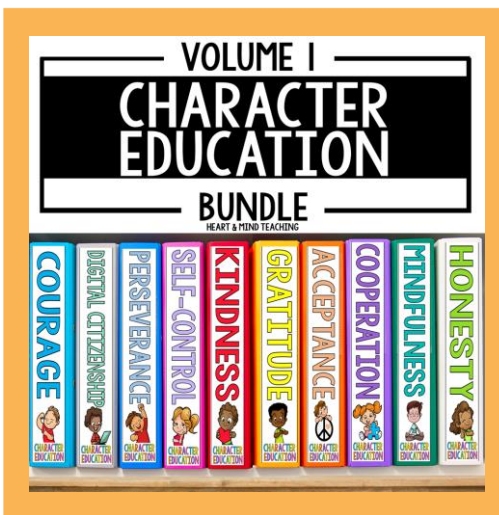
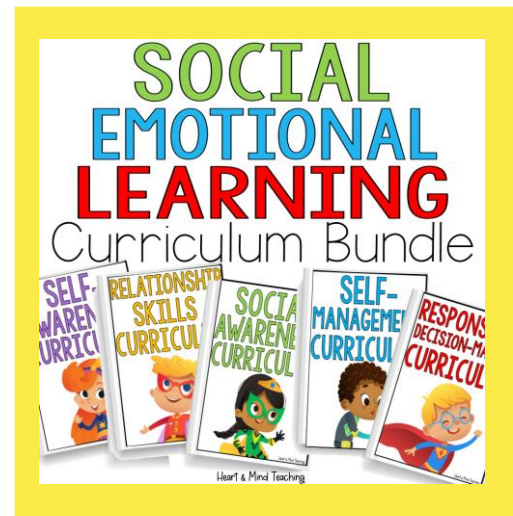
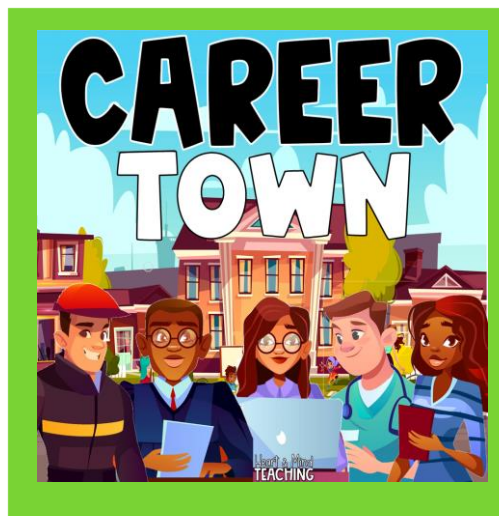
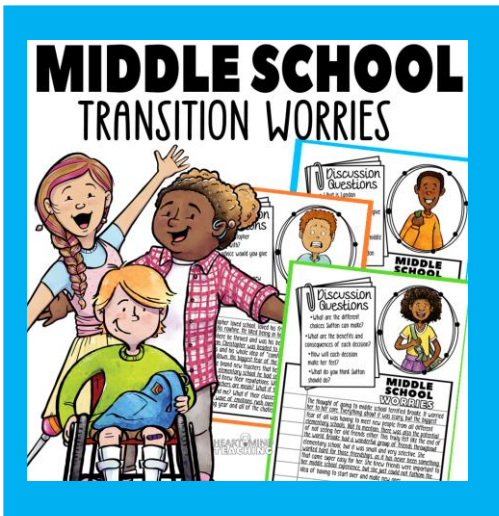
My takeaway's from this activity:



Academic Pressure

# CHECK THESE OUT

CLICK ON THE PICTURES TO GET A CLOSER LOOK.



**COUNSELOR**  
**Collab**  
with Laura & Ashley



Would you like to spend less time browsing for resources and lesson planning, and more time serving students? Let Laura from [Music City Counselor](#) and Ashley from [Heart and Mind Teaching](#) do the work for you!

**CLICK TO COLLAB**

## MEMBER PERKS

- ♥ Data-driven resources by theme.
- ♥ \$35+ value of ready-to-use materials.
- ♥ Lessons, group curriculums, forms, & activities.
- ♥ Tier 1, 2, and 3 research-based resources.
- ♥ No contracts, cancel anytime.



# THANK YOU

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Hi there! I'm Ashley- a School Counselor, curriculum developer, blogger, and mama to two young boys. I have a passion for creating fun and engaging resources for Counseling and Social Emotional Learning.

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Ashley

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