

Next Action List

Purpose: Provide your students with a framework related to Important Actions (Quadrant I & II) so they can record the actions they need to take in order to achieve their goals. The Next Action List encourages students to list actions according to their importance and urgency so they don't waste time on unimportant activities.

Duration: Approximately 10 minutes

Timing: First three weeks of the semester after the quadrant lesson plan

Description: The Next Action List is a list of everything you need to do next whenever you have spare time that may otherwise be wasted. It goes very naturally with Stephen Covey's Quadrant II Time Management System, and should be assigned after the quadrants are understood. The important and urgent actions are listed first, and then the important but not urgent actions are listed. The goal of the next action list is to avoid habitually slipping back into Quadrant III and IV activities that waste time and prevent students from ever getting around to doing Quadrant II activities.

Objective: Students will be able to identify and record those actions which are most important for achieving their goals.

Materials: * Copies of the Next Action List (attached) for each student.

Procedure/Directions:

1. Pass out the Next Action List, and explain the handout to students. Define these terms:

Roles: A Life Role is an activity with certain social expectations to which you regularly devote large amounts of time and energy. Examples: teacher, student, parent, sister, brother, supervisor, employee.

Goals: What you hope to accomplish in the various roles of your life. Effective goals need five qualities: Dated, Achievable, Personal, Positive, and Specific. These qualities are discussed in the Self-Motivation section of the Title V Graduation Project.

2. These are the three steps to completing the Next Action List:

- Write your life roles and a corresponding important goal you will accomplish in each of these roles at the top of the Next Action List.
- List your Quadrant I, Important and Urgent, actions you need to accomplish for each of these roles and goals. Be specific about the actions you list. For example, "Study" is not specific, but "Study 2 hours for my Math 40 exam coming up this Thursday" is specific.
- Continue your list with the Quadrant II, Important but Not urgent actions for each of the roles and goals.

3. See the following table for how the Next Action List should look when completed

Next Action List

Role: Math 40 student Goal: Pass Math 40 with a grade of B or higher this semester	Role: ECC student Goal: Achieve a 3.5 cumulative GPA this semester.	Role: Parent Goal: Assist Paige getting ready for her first AYSO soccer game this weekend	Role: Daughter Goal: Assist my mom in getting to her Doctor and physical therapy appointments
Review chapters 5 and 6 for the upcoming test this Thursday.	Study at least 20 hours per week in all classes this semester. More in Math 40 if necessary.	Get Paige a pair of soccer shoes today (practice from 4:00 to 6:00 p.m. this afternoon)	Give my mom a copy of my class schedule so she doesn't schedule appointments when I'm supposed to be in class
.Review my past quizzes on chapters 5 and 6 and my notes	Attend and be on time to all of my classes this semester	Do laundry so she can get her jersey, shorts and gear are ready	Drive her to and home from any appointments she makes that do not interfere with my schedule
Read chapter 7 and do problems 1 - 10 on page 153 due next Tuesday.	Begin all assignments I listed on the syllabus or given in class at least one week before it is due, or within one day if it is not on the syllabus and given orally.	Get her to practice from 4:00 to 6:00 p.m. on Monday, Wednesday and Friday.	Call her once a week to see how she is doing.
Make an appointment with the math tutor to assist me with problems in chapters 7	Schedule an appointment with each of my instructors at mid semester to review my grades.	Take her to the field at Bixby Park this Saturday an hour before the game, or by 12:00 p.m.	Visit her or invite her over whenever time permits.
Make an appointment with my math 40 instructor to discuss my grades so far by mid semester.	Go to the writing center to get help on a midterm paper in English 1C.	Buy bottled water for team to drink at the game on Saturday.	

Miscellaneous	Telephone Calls
Water the herb garden	Call Mom
Empty the dishwasher	Make a dentist appointment for me and Paige

4. Instruct students to use the Next Action List for one week

Assessment: Have students turn complete their next action list

Name:

Next Action List

Date

Role: Goal:	Role: Goal:	Role: Goal:	Role: Goal:
Date done:	Date done:	Date done:	Date done:
Date done:	Date done:	Date done:	Date done:
Date done:	Date done:	Date done:	Date done:
Date done:	Date done:	Date done:	Date done:
Date done:	Date done:	Date done:	Date done:
Date done:	Date done:	Date done:	Date done:

Miscellaneous	Telephone Calls

Sources:

On Course: Strategies for Success in College and in Life: Skip Downing, Wadsworth Cengage Learning, Boston, MA.
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