



Rifka Schonfeld **STRATEGIES**

THE NEWSLETTER FOR OPTIMUM SUCCESS

TIPS ON SOCIAL SKILLS FOR ADULTS & CHILDREN

Making To-Do Lists Work For You

Dear Readers,

This week's newsletter will discuss the topic of making to-do lists.

Rifka Schonfeld
STRATEGIES

QUESTION:

I always wanted to be organized, but I can't seem to figure out a way to make it work...



STRATEGIES FOR OPTIMUM SUCCESS
Rifka Schonfeld

PRESENTS



Continuing Educational
Credits: 6 CE

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DOES YOUR CHILD FEEL UNACCEPTED?
THAT LIFE IS UNFAIR? THAT HE
MAKES LITTLE DIFFERENCE IN THE WORLD? THAT
HE LACKS THE ABILITY TO LAUGH AT HIS
MISTAKES? THAT HE'S
**CONSTANTLY OUT OF
CONTROL?**

THE
POWER
OF
MINDSETS
NURTURING MOTIVATION, HOPE & RESILIENCE



DR. ROBERT BROOKS

Dr. Robert Brooks is a psychologist on the faculty of Harvard Medical School. He has lectured nationally and internationally and written extensively about the themes of resilience, parenting, family relationships, school climate, and balancing our personal and professional lives. He is the author or co-author of 17 books including *Raising Resilient Children* and *Seven Steps to Improve Your Child's Social Skills*.

TUESDAY

NOV. 13. 2018

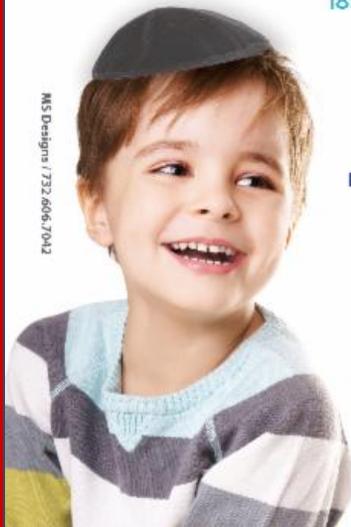
8:30AM-4:30PM

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EARLY-BIRD SPECIAL BEFORE MARCH 2, 2018

YOU WILL LEARN ABOUT:

- > A **mindset theory** that incorporates social, emotional well-being as well as academic achievement.
- > **Negative mindset** that burdens many students with ADHD.
- > The most essential factors and strategies to **nurture resilience in students with ADHD**.
- > Reflecting upon the **theory of motivation** that guides your work
- > **Creating a motivating environment** that promotes learning, responsibility and hope.
- > A **strength-based approach** in which each student's "**islands of competence**" are identified and reinforced.

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STRATEGIES

ANSWER:

To Do:

- Write a to-do list
- Finalize May budget
- Meet with Rachel
- Reorganize files on computer by client
- Write birthday email to Tova
- Pick up dry cleaning

- Make a menu for Shabbos
- Write comments for graphic designer of new website

Damon Zahariades, the author of *The To-Do List Formula: A Stress-Free Guide to Creating To-Do Lists That Work*, would argue that there are a lot of things wrong with the to-do list above. First, let me explain what he thinks are the qualities of a good to-do list:

1. It gives you control over your workday. You know what you need to work on and what needs to go on the backburner.
2. It includes deadlines! A good to-do list will show the day's top priorities based on importance and urgency. Does the May budget need to be completed today? What is the deadline for the first draft? Zahariades explains that deadlines are the enemies of procrastination. After all, Parkinson's law states that, "Work expands so as to fill the time available for its completion."
3. It doesn't include things like, "write a to-do list" just so you can immediately check it off.
4. It includes time budgets so that can you assess about how long it will take you to get something done. Therefore, if organizing the files on the computer by client will take 12 hours, then perhaps today's goal will be to organize clients with last name's A-E. The same goes for the meeting with Rachel, how long does the writer of the list imagine that meeting will take? With that in mind, she can budget how long she will have for everything else on the list.

SOCIAL SKILLS ANIMATED.

WATCH. LEARN. **FEEL THE DIFFERENCE.**

**CLICK
HERE
TO
WATCH**

