Daily TO DO LIST

DATE: ______________

1. Check emails at start of day
2. Respond to emails at start of day
3. Check calendar and planner for meetings
4. Put meetings on calendar

5. Check in with Tania
6. Finish tasks Tania assigned to me
7. Write journal entry, date and send to Catherine, Julia and Maria
8. Check emails at end of day

DONE______
DONE______
DONE______
DONE______
DONE______
DONE______
DONE______
DONE______

OTHER TASKS

1.

2.

3.

4.

5.
To Be Completed BEFORE the Meeting

Topic of Meeting: ________________________________

Date of Meeting: ________________________________

Three Main Ideas from agenda:

1. ________________________________

2. ________________________________

3. ________________________________

How does the topic of this meeting relate to me (give examples):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
Review After Meeting

1. What is the most interesting thing you learned?

______________________________________________________________________

______________________________________________________________________

Why?

2. Did you learn anything about transition?
   ___yes  ___no

   If yes, what did you learn about transition?

   ______________________________________

   ______________________________________

3. List any new words you heard to add to the glossary:

4. List any new acronyms you heard:
Daily Journal Prompts

YES NO QUESTIONS
1. Did I advocate for myself today? YES _____ NO _____
2. Did I get to work on time? YES _____ NO _____
3. Did I remember not to talk over people? YES _____ NO _____
4. Did I remember to bring my glasses to work? YES _____ NO _____
5. Did I do everything in the time limit assigned? YES _____ NO _____

YES NO QUESTIONS maybe need a short answer
1. Did you learn anything new about advocacy today?
   YES _____ NO _____ If you answer is yes what did you learn?
2. Did you learn anything new about special education today?
   YES _____ NO _____ If you answer yes what did you learn?
3. Did you learn anything new about Mass Advocates today?
   YES _____ NO _____ If you answer yes what did you learn?
4. Were there some other new things you learned today?
   YES _____ NO _____ If you answer yes what did you learn?

QUESTIONS THAT NEED AN ANSWER
1. What was easy for you today?
2. What was hard for you today?
3. What was the best part of your day today?
4. What was unable to complete today?
Office Social Skills

Question:
Do I interrupt my boss when she’s on the phone?

Answer:
There are many factors involved in making a decision about that. Think about these things and determine the answer:

- Look at Supervisor’s:
  - Body language
  - Facial expressions
  - Tone of her voice
  - Does she make eye contact with me?

- Is this urgent?
- Is the door open or closed?
- Are there other people in her room?
- Can I get help from a coworker instead?

What is the answer? Interrupt – YES ☐ NO ☐
Is it a **BIG PROBLEM**?

Or is it a little problem?
If you make a mess

Clean it up!
REMEMBER:

One Step at a Time
I HAVE MADE A TERRIBLE MISTAKE

Remember:
Everyone makes mistakes.
Mistakes are part of learning.
Everyone is learning.
It’s ok to make mistakes.
Being Independent

?? When I have a question about how to do something ??

STOP!

THINK!

Only then ask someone!!!!
The 5 P’s of Professionalism

Productive Polite
Positive Patient
Punctual