



GREENHILLS
School

DAILY PLANNER
MARCH 2021 – JUNE 2021

NAME

ONE OF A KIND

STUDENT NAME:

GRADE:

LOCKER NUMBER:

ADVISOR'S NAME:



GREENHILLS SCHOOL MISSION STATEMENT

Greenhills School is a student-centered community that helps young people realize their full intellectual, ethical, artistic and athletic potential in preparation for college – and beyond – as curious, creative and responsible citizens who respect all individuals and their differences, and whose meaningful and balanced lives will better the world.

GREENHILLS SCHOOL DIVERSITY STATEMENT

Greenhills School was founded during the modern civil rights era with racial equality as a central part of the vision of its founders. Today, the vision is continued through the promotion of diversity as integral to the ethos and practices of the school. We believe people from different races, cultures, socioeconomic backgrounds, genders (including gender identities and gender expressions), political beliefs, physical capacities, religions, and sexual orientations are sources of strength that enrich teaching and learning at Greenhills. Greenhills strives to build a diverse learning community by integrating different ideas, thoughts, personal gifts, life experiences, and talents into the classroom and other programs of the school.



GREENHILLS School

ONE OF A KIND

GREENHILLS SCHOOL

850 Greenhills Drive
Ann Arbor, Michigan 48105
www.greenhillsschool.org
P: (734) 769-4010
F: (734) 769-5029

ADMINISTRATION

Peter Fayroian, Head of School
E. Quincy McLaughlin, Associate Head of School, Head of Upper School
Caroline Huntoon, Head of Middle School
John Nickel, Chief Financial Officer
Deano Smith, Dean of Academics
Tom Ward, Upper School Dean of Students
Laurin Wolf, Interim Director of Admission and Financial Aid
Paul Gargaro, Director of Advancement
Meg Seng, Director of Athletics
Betsy Ellsworth, Director of College Counseling
Michael Shaw, Director of Communications and Marketing
Marissa Green, Director of Information Technology Services
Stephanie Bentley, Administrative Coordinator, Office of the Head of School
Paula Mervyn, Front Desk Receptionist
Francine Mays, Plum Market Campus Director
Jennifer Welch, Registrar

PROGRAM DIRECTORS

Nadine Hall, Director of Diversity and Inclusion

Caitlin Smead, Director of the Learning Center

Alyssa Friendly, Director of Service Learning

Jenna Goldenberg, Director of Teaching and Learning

Steve Oestreich, Health Services Coordinator

Heidi Butz, School Counselor

Liza Ruggiero, Director of the Center for Mindful Well-being

Teresa Casey, Director of Alumni Relations

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LEADERSHIP

Sixth-grade Team Leaders: Nina Scheinberg and Karin Scott

Seventh-grade Team Leaders: Ann Novak and Nicole Burroughs

Eighth-grade Team Leaders: Scott Benke and Kevin Olson

Ninth-grade Dean: Cathy Renaud

Tenth-grade Dean: Sara LeBlanc

Eleventh-grade Dean: Brandon Groff

Twelfth-grade Dean: Andy Wicklund

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DEPARTMENT CHAIRS

English: Monica Lewis

Fine and Performing Arts: Neil Donato

Wellness: Katie Kukulski

Math and Computer Science: Susan Beamish

Science: Charles Dershimer

Modern and Classical Languages: Jeff Allen

History and Social Science: Jenna Goldenberg

MY CLASS SCHEDULE & TEACHERS

CLASS PERIOD	SUBJECT	TEACHER
A		
B		
C		
D		
E		
F		
G		
H		
ADVISORY		

MY CLUBS, GROUPS AND ACTIVITIES

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EXECUTIVE FUNCTIONS

Executive function skills are the mental processes that allow you to be successful in school and life. They are your brain's traffic control system, helping you manage your behavior so that you can achieve long-term goals. There are many different executive functions; below is a list of just some. Turn the page to see tips on strengthening these skills!

EXECUTIVE FUNCTION	DEFINITION
Analyzing and Activating	Taking a big-picture overview of the job that needs to be completed
Focus	Concentrating on a specific job or assignment, and shifting attention back to the task when distractions arise
Effort	Continuing to put energy into a task until it is completed, and working at a pace that isn't too fast and careless or too slow and unproductive
Emotion	Managing frustration and reaction when things get tough
Memory	Remembering and recalling the steps and information that are needed in order to reach a goal
Action	Monitoring progress and adjusting activities and plans as needed until the goal is reached

EXECUTIVE FUNCTIONS & MANAGING SCHOOL

Increase your productivity and efficiency!

PROCRASTINATE? IMPROVE TASK INITIATION:

- Write out a to-do list
- Use a visual or interval timer (the “Pomodoro Technique”: study for 25 minutes, break for 5)
- Work alongside a friend, sibling, or parent for accountability

LOSE FOCUS? BOLSTER SUSTAINED ATTENTION:

- Tune out distractions with white noise or classical music
- Turn off Wi-Fi and power down your cellphone (or try an app like Flipd)
- Take periodic breaks to stretch; crossing-the-midline exercises are especially helpful

PROCESSING STRUGGLES? BOOST WORKING MEMORY:

- Consciously visualize the material
- Pair audio & visuals: check out OverDrive or Audible, or read out loud with a friend
- Use mnemonic devices, like acronyms
- Unplug – hard copies are better for working memory than digital (think flashcards, books, printed articles, etc.)

OVERWHELMED? MAKE A PLAN:

- Use this planner
- Write down your to-do list, then prioritize (pad it with easy tasks, like “pack charger”)
- Get quick tasks done first to help you feel successful and build momentum
- For long-term assignments, work backward from the due date and set milestones

MESSY? UPGRADE YOUR ORGANIZATIONAL SKILLS:

- Use cues to follow a consistent routine, like sticky notes
- Ditch multiple binders in favor of one expandable file folder or case-it
- Snap a photo with your cellphone of notes on the board, homework, and even your completed assignments

SPINNING YOUR WHEELS? INCREASE FLEXIBILITY:

- Embrace obstacles as an opportunity to problem-solve
- Ask for help: peers, siblings and teachers might show you a simpler approach
- Change your environment: try working in a new location (consider heading outside)
- When you're stuck, look for instructional videos online

QUICKLY LOSE STEAM? ENHANCE YOUR PERSISTENCE:

- Find joy in crossing off items on your to-do list
- Use an external reward, like video games or a sweet treat once you've finished one task
- Reflect on how you feel when you've completed all of your work (relieved, happy, calm), and write down to remind yourself next time

STUDY SKILLS AND HELPFUL HINTS

Spacing study sessions out over time is more effective than cramming it all in one or two nights. In fact, research shows us that in order to effectively study, you need to be able to move that information into your long-term memory storage so that you can recall it when you need it (which is often NOT the next day). Keep these helpful hints in mind when you are ready to study!

GATHER UP ALL YOUR STUDY MATERIALS

- If you're missing anything, connect with a classmate or talk to your teacher.
- Print out the resources your teacher has uploaded to Gryphon. Prepare those Flashcards!
- What materials might you need?

PLAN WHEN YOU'RE GOING TO STUDY

- Schedule specific times throughout the week and weekend for studying – and stick with it.
- Work backwards from the test date to ensure you give yourself enough time to prepare for your exams.
- What activities or events may affect your study time?

ELIMINATE DISTRACTIONS

- Distractions cause you to break your train of thought and make you unable to focus – both of which will lead to ineffective studying.
- Power off electronics, and try listening to classical music instead of pop.
- What kinds of distractions keep you from focusing on your studies?

USE STUDY GROUPS EFFECTIVELY

- Teaching others the material helps to internalize the subject matter.
- Working in groups enables you to get help from others when you're struggling to understand a concept, but it can also impede progress if you aren't focused. Start by setting a goal for your study session.
- Do you study better independently or within a group? How do you know?

HOMEWORK TIPS

Sometimes the hardest part is starting. These tips can help get you going and help you plan for weeks when busy is an understatement! If you are a fan of acronyms (which are great memory aids), think L-PET (List, Prioritize, Estimate, Timed events go first)!

FIRST, TRY MAKING A LIST.

- Write your list of all the things you need and want to do for the night. This is the most important step and will help you get organized. In this step, it doesn't matter what needs to be done first or how long it will take. Just write everything down. (By the way, writing things down frees your brain to think about other things.)
- In your planner, you can add to your list throughout the day. Begin by writing your homework down in the space for assignments.

THEN, PRIORITIZE THE ITEMS IN YOUR LIST.

- Figure out which things you must do first. How will you decide? Sometimes the answer will be obvious, like you have to finish the assignment before you can begin to study, or write up the responses before you can share them with your group. Sometimes what you do first will be more of a personal choice.
- In your planner, there is a column marked "priority". Order your assignments there!

THE THIRD STEP IS TO ESTIMATE HOW LONG YOU THINK EACH TASK WILL TAKE.

- Try to figure out how long you'll need for the most important items on your list. This helps to you to stay realistic about what you'll get done.
- In your planner, you can make a time estimation in the column marked "time est". It's a great lesson in time management. Were you correct in your time estimation?

KEEP IN MIND

- Some events happen at a particular time, like a game, a doctor's appointment, a meeting with a teacher, or a club activity. These events must happen at that given time and therefore note those things first, timed events go first.

NOTES:

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MARCH
2021

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3	4	5	6
7	8	9	10	11	12	13
					End of Marking Period #3	
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break	No Classes: Spring Break

LONG TERM PROJECTS & PLANS

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MARCH
2021

MONDAY 15		TUESDAY 16		WEDNESDAY 17	
Upper School In-Person		Upper School In-Person		Upper School In-Person	
Diversity Week		Diversity Week		Diversity Week	
g.		c.		g.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
h.		d.		h.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
e.		a.		e.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
f.		b.		f.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
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MEETINGS		MEETINGS		MEETINGS	
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REMINDERS		REMINDERS		REMINDERS	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

MARCH
2021

MONDAY 22		TUESDAY 23		WEDNESDAY 24	
Middle School In-Person		Middle School In-Person		Middle School In-Person	
c.		g.		c.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
d.		h.		d.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
a.		e.		a.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
b.		f.		b.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
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MEETINGS		MEETINGS		MEETINGS	
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REMINDE		REMINDE		REMINDE	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

MARCH
2021

MONDAY 29	TUESDAY 30	WEDNESDAY 31
<p>No Classes: Spring Break</p>	<p>No Classes: Spring Break</p>	<p>No Classes: Spring Break</p>
<p>FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p>FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>	<p>FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p> <p>5.</p>
<p>NOTES</p>	<p>NOTES</p>	<p>NOTES</p>
<p>▼ REMINDERS ▼</p>		

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

NOTES:

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
				No Classes: Spring Break	No Classes: Spring Break	
4	5	6	7	8	9	10
	No Classes: Spring Break	Classes Resume				
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

LONG TERM PROJECTS & PLANS

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MONDAY 12		TUESDAY 13		WEDNESDAY 14	
Middle School In-Person		Middle School In-Person		Middle School In-Person	
Service Week		Service Week		Service Week	
g.		c.		g.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
h.		d.		h.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
e.		a.		e.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
f.		b.		f.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
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MEETINGS		MEETINGS		MEETINGS	
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REMINDE		REMINDE		REMINDE	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

APRIL 2021

THURSDAY 15		FRIDAY 16		WEEKEND 17/18
Middle School In-Person		Middle School In-Person		
Service Week		Service Week		
c.		g.		
PRIORITY	TIME EST	PRIORITY
d.		h.		
PRIORITY	TIME EST	PRIORITY
a.		e.		
PRIORITY	TIME EST	PRIORITY
b.		f.		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES
PRIORITY	TIME EST	PRIORITY
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		1.
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MEETINGS		MEETINGS		5.
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REMINDE		REMINDE		

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

MONDAY 19		TUESDAY 20		WEDNESDAY 21	
Upper School In-Person		Upper School In-Person		Upper School In-Person	
Spirit Week		Spirit Week		Spirit Week	
c.		g		c.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
d.		h.		d.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
a.		e.		a.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
b.		f.		b.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
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MEETINGS		MEETINGS		MEETINGS	
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REMINDE		REMINDE		REMINDE	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

MONDAY 26		TUESDAY 27		WEDNESDAY 28	
Middle School In-Person		Middle School In-Person		Middle School In-Person	
g.		c.		g.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
h.		d.		h.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
e.		a.		e.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
f.		b.		f.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
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MEETINGS		MEETINGS		MEETINGS	
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REMINDE		REMINDE		REMINDE	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

THURSDAY 29		FRIDAY 30		WEEKEND 1/2
Middle School In-Person		Middle School In-Person		
c.		g.		
PRIORITY		PRIORITY		
	TIME EST		TIME EST	
d.		h.		
PRIORITY		PRIORITY		
	TIME EST		TIME EST	
a.		e.		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES
PRIORITY		PRIORITY		1.
	TIME EST		TIME EST	2.
b.		f.		3.
PRIORITY		PRIORITY		4.
	TIME EST		TIME EST	5.
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		NOTES
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MEETINGS		MEETINGS		
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REMINDE		REMINDE		

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

NOTES:

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
25	26	27	28	29	30	1
2	3	4	5	6	7	8
					No Classes: Professional Development	
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					
	5/31: No School Memorial Day					

LONG TERM PROJECTS & PLANS

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MAY
2021

THURSDAY		6	FRIDAY	7	WEEKEND	8/9
Upper School In-Person			No Classes: Professional Development			
g.						
PRIORITY			TIME EST			
h.						
PRIORITY			TIME EST			
e.						
PRIORITY			TIME EST			
			FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES	
			1.		1.	
			2.		2.	
			3.		3.	
			4.		4.	
			5.		5.	
f.						
PRIORITY			TIME EST			
STUDENT LIFE, CLUBS & ACTIVITIES			NOTES		NOTES	
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MEETINGS						
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REMINDERS						
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Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

MONDAY 17		TUESDAY 18		WEDNESDAY 19	
Upper School In-Person		Upper School In-Person		Upper School In-Person	
g.		c.		g.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
h.		d.		h.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
e.		a.		e.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
f.		b.		f.	
PRIORITY	TIME EST	PRIORITY	TIME EST	PRIORITY	TIME EST
STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES		STUDENT LIFE, CLUBS & ACTIVITIES	
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MEETINGS		MEETINGS		MEETINGS	
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<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	
REMINDE		REMINDE		REMINDE	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

NOTES:

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SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31 No Classes: Memorial Day	1	2	3	4 No Classes: Study Day	5
6 Commencement	7 Exams/Classes	8 Exams/Classes	9 Exams/Classes	10 End of Marking Period #4 Exams/Classes	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3

LONG TERM PROJECTS & PLANS

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MAY
2021

JUNE
2021

MONDAY 31	TUESDAY 1	WEDNESDAY 2
No Classes: Memorial Day	Upper School In-Person	Upper School In-Person
	g. c.	
	PRIORITY TIME EST	PRIORITY TIME EST
	h. d.	
	PRIORITY TIME EST	PRIORITY TIME EST
FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES 1. 2. 3. 4. 5.	e. a.	
	PRIORITY TIME EST	PRIORITY TIME EST
NOTES	f. b.	
	PRIORITY TIME EST	PRIORITY TIME EST
REMINDERS	STUDENT LIFE, CLUBS & ACTIVITIES	
	MEETINGS	

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.

JUNE 2021

THURSDAY		3	FRIDAY		4	WEEKEND		5/6
Upper School In-Person			No Classes: Study Day			6/6: Commencement		
g.								
PRIORITY			TIME EST					
h.								
PRIORITY			TIME EST					
e.								
PRIORITY			TIME EST	FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		FUTURE PROJECTS, ASSIGNMENTS & ACTIVITIES		
			1.			1.		
			2.			2.		
			3.			3.		
			4.			4.		
			5.			5.		
f.								
PRIORITY			TIME EST					
STUDENT LIFE, CLUBS & ACTIVITIES			NOTES			NOTES		
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MEETINGS								
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<input type="checkbox"/>								
<input type="checkbox"/>								
REMINDERS								

Schedule time with your teacher; meet virtually with a peer; use independent time to catch up on missed work; organize your workstation and materials.



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School

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