Finding yourself with a lot to manage, and struggling with resources to manage it all? FIRST® is here to help. One of the best things about FIRST is the life skills it develops in students in the face of hard challenges. One of these skills is time and project management. Within this guide, you will find resources to help you and your child develop and implement time management with a Core Values mindset at home.

**PARENT GUIDING QUESTION:**

How can tackling problems together as a family with Gracious Professionalism® and Core Values help us overcome our problems, and manage all our tasks?

**STUDENT GUIDING QUESTION:**

How can I use Core Values to become an independent learner and build skills to help me in the future?

**NEED TO KNOW:**

Create a list of the things you as a parent are finding stressful about implementing your child’s education at home. If you find yourself including in this list things such as:

- I am overwhelmed by the work that my child needs to get done.
- I have work to do at home, and so does my child.
- I don’t know where to find resources to help my child.
- I am not sure how to manage everything?

Developing a plan is essential for reduced stress and successful outcomes for all.

Ask your child what they need to know to answer their own guiding question. The path to becoming an independent learner involves having a plan and being able to follow the plan and ask for help when you need it.

**GOALS, TIME MANAGEMENT, AND MINDSET**

These three factors are critical to a successful business and can be a key to managing difficult problems. These are excellent life skills to develop at any age, and they can help you accomplish your child’s educational goals while managing stressful situations. In this guide, you will find several print outs that can help you achieve just this:

- Creating Goals for Impactful Learning
- Solving Problems with Core Values Mindset
- Weekly Task list
- Self-Assessment for Task Using Core Values
- Weekly Reflection of Core Values Implementation
- Parents Best Tips and Practices for Guiding Students in their Learning
## Setting Goals for Future Impact

### What are the things that are important to me to be the person I want to be?

### Short Term Goals

**What do I hope to achieve in the next month?**

- Education
- Personal

**What steps will it take to achieve those goals?**

1. 
2. 
3. 
4. 
5. 

**How can my short-term goals help me become the person I want to be in the future?**

**How might time management skills affect my ability to achieve my goals?**
EMBRACE YOUR CHALLENGES AND GOALS WITH FIRST CORE VALUES

Watch video on Gracious Professionalism.

Approaching life with specific Core Values can give you a focus and help you make your goals more attainable. Solving problems on our own is hard but having a good mindset to approach the problem can make it that much more attainable. Using principles such as Discovery, Innovation, Impact, Teamwork, and Inclusion can make solving problems FUN! See the tips and tricks for learning with Core Values and Gracious Professionalism.
TIPS AND TRICKS FOR SOLVING PROBLEMS WITH CORE VALUES:

Learning with Discovery
- Always remember the reward is in what you discover!
- When you approach learning with a mindset of what can I discover about a topic to better understand it, it allows you to apply it to your daily life.
- Looking at learning with the end goal in mind of how this will apply to my life, or in what situation in life might I use this can help you discover more about it.
- Strive for the “light bulb” to go on, develop perseverance to achieve the end goal.

Learning with Innovation
- Innovation is the practice of observing a problem or challenge and responding to it in a NEW, creative way for oneself.
- The more ideas you can generate, the more material you have to pull from to create a solution.
- Consider innovation as using something that has one purpose for a different purpose because it can solve the problem.

Understand the Impact your Learning Can Have for your Future
- Impact can be for yourself, your family, your team or your community?
- How will your solution improve your community and help others?
- Allowing yourself to look at learning with the why? Why does this principle exist and how is it used in life? Can allow you to understand why the concept is important to learn and keep it in mind as you work hard to learn and discover through it.
- All learning has some impact, changing your mindset to look at it from the standpoint of why do I have to learn this? To Why was this created and how is it used? Can allow you to understand its impact.

Using Teamwork online to Solve Problems
- Work together to make the best solution you can.
- Learning and discovery is not meant to be on your own.
- The more you can develop skills of collaboration, communication and perseverance through struggles the more teamwork skills you will develop.
- Good teamwork involves practice many of the other FIRST Core Values such as inclusion, discovery and fun while working with others.

Approaching life with Inclusion
- Think about all of the people affected by the problem you are focused on. How would they approach the issue?
- How can you show kindness and respect so that others can discover and have fun in the same way that you are?

Having FUN
- Keep a positive attitude and look for the Fun in every opportunity.
- Change a boring activity into a game or make something with it!
- Discovery should be fun, make it fun in your own way that works for you!
## First Core Values

<table>
<thead>
<tr>
<th></th>
<th>Amazing Skill</th>
<th>Great Job</th>
<th>Making Progress</th>
<th>Could Be Better</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Discover</strong></td>
<td>I approached the tasks looking for all possible answers independently and used perseverance to discover the answer on my own.</td>
<td>I approached the tasks and asked questions from one other person but persevered to discover the answer on my own.</td>
<td>I approached tasks but needed assistance multiple times to reach a point of discovery.</td>
<td>I depended on others to make the discovery for me.</td>
</tr>
<tr>
<td><strong>Innovation</strong></td>
<td>I used creativity and perseverance to solve problems on my own, coming up with unique solutions for the tasks I was given.</td>
<td>I used creativity and perseverance to solve problems on my own coming up with different solutions for the tasks I was given.</td>
<td></td>
<td>I struggled with being creative and only used the information given and needed a lot of encouragement from others to complete the task.</td>
</tr>
<tr>
<td><strong>Impact</strong></td>
<td>I approached the tasks applying understanding of the information with the impact it can have on me and my future as well as how I could help others.</td>
<td>I approached the tasks knowing and applying the information with impact it can have on me and my future.</td>
<td>I understand the tasks but struggle to apply how it will help me in my future or to influence others.</td>
<td>I understand the tasks but did not approach it with understanding the impact it can have on my future or others.</td>
</tr>
<tr>
<td><strong>Inclusion</strong></td>
<td>I approached all tasks with inclusion of others’ ideas, I showed tremendous kindness by including others’ views in my projects and work. I approached my solution thinking how all people would interact with the solution.</td>
<td>I approached most tasks with inclusion of others’ ideas, I tried to understand others’ views and include them in my projects and work. My solution mostly incorporates needs of others.</td>
<td>I approached some tasks with inclusion of others’ ideas, I tried to understand others’ views and include them in my projects and work. My solution meets only a few needs of others.</td>
<td>I did not approach tasks with inclusion of others’ ideas, I tried to understand others’ views and include them in my projects and work. My solution is not inclusive of different types of people.</td>
</tr>
<tr>
<td><strong>Teamwork</strong></td>
<td>I used collaboration, communication and project management to get all tasks accomplished for myself as well as the others.</td>
<td>I used collaboration, communication and project management to get most tasks accomplished for myself as well as the others.</td>
<td>I used collaboration, communication and project management to get some tasks accomplished for myself as well as the others.</td>
<td>I only sometimes used collaboration, communication and project management and accomplished a few tasks for myself as well as the others.</td>
</tr>
<tr>
<td><strong>Fun</strong></td>
<td>I kept a positive attitude throughout and found opportunities to have fun even through struggle. I looked for additional opportunities to have fun in my tasks.</td>
<td>I kept a positive attitude throughout and found opportunities to have fun even through struggle.</td>
<td>I saw the enjoyment and fun after the activity but struggled to see it during.</td>
<td>I only saw struggle in completing my tasks and did not look for times to have fun.</td>
</tr>
</tbody>
</table>
# WEEKLY TASK LIST

<table>
<thead>
<tr>
<th>Subject</th>
<th>Task</th>
<th>Priority</th>
<th>Status</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>A. High</td>
<td>Not started</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>B. Medium</td>
<td>In progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>C. Low</td>
<td>Done</td>
<td></td>
</tr>
</tbody>
</table>
Reflection:
What did you accomplish this week? How does it relate to helping you achieve your short-term goals? What could you do better to improve what you can accomplish?

Student Tasks Parent Check In
Things I can do on my own?

Things I can find help from others?

Things I need your help on?
STUDENT AND PARENT REFLECTION
ON CORE VALUES AND TIME MANAGEMENT

• Did I approach the tasks for the week using Core Values and Gracious Professionalism?

• Did I accomplish the tasks I set out to do this week?

• Where did I run into problems that prevented me from accomplishing my work?

• What am I most proud of that I accomplished?

• What do I feel I could do to accomplish more?
Parents Tips and Tricks for Guiding Students Learning

There are Essential elements that help students learn in a way that can make an impact on their life. As a parent you might be finding yourself in a new role, your approach to that role can make something fun or stressful. Looking at yourself with the roles below can make the learning experience more positive and less stressful.

Facilitator – Lead your child to discover on their own, provide them with guidance. Remember you are not there to do it all for them, just there for support.

Mentor – You won’t have all of the answers use it as an opportunity to discover the answers with your child.

Guide – You don’t have to be the expert, just help them ask the right questions to find the answer.

Influencer – Inspire new ideas with a positive attitude and a growth mindset.

Motivator – The more you can keep a positive approach and relate the struggles back to the benefits in the long run the more your child will see the end goal in mind. Developing Life Skills to help them in the future.