

### **Coop Journal #1**

Pick a day from coop and make a timetable to show me how you have been spending your time during a coop shift.

example:

Wed Nov 25

8:30 arrive at work

8:45 check in with coworkers and discuss tasks

9:00 enter data on spreadsheets

9:30 fill out planning sheet on orders

10:00 online meeting 11:00 research website information

11:30 prepare social media post

12:00 half hour lunch

12:30 learn new Excel tasks

### **Coop Journal #2**

Create one SMARTER goal for yourself in your coop placement or for yourself at home (since you have to stay home and stay healthy during the fall of 2020) and share that goal in your coop journal in a paragraph or point form format.

Make sure to show what each letter: SMARTER stands for in your coop or home goal.

Watch these 2 videos before creating your SMARTER goal 1. 6 Reasons to set goals- Brian Tracy

[https://www.youtube.com/watch?v=JS61Ow\\_y7MY](https://www.youtube.com/watch?v=JS61Ow_y7MY) 2. A Complete Guide to goal setting

[https://www.youtube.com/watch?v=XpKvs-apvOs&feature=emb\\_title](https://www.youtube.com/watch?v=XpKvs-apvOs&feature=emb_title)

### **Coop Journal #3- Final Reflection**

What did you learn about yourself through this coop placement (state 5 things you learned about yourself) and how did your coop placement affect your plans for what to do after high school (what are you planning to do after high school)?

\* Please write a paragraph with 10 points or respond with 10 bullet points for your answer.