



Due Jan 8, 11:59 PM

# Complete Applied Digital Skills Schedule Emails for Goal-Setting lessons

100 points 



Mindy Pierce Jan 6

Wait for class instructions before beginning.



**Sign in - Google Accounts**

<https://applieddigitalskills.withgo...>

## Class comments

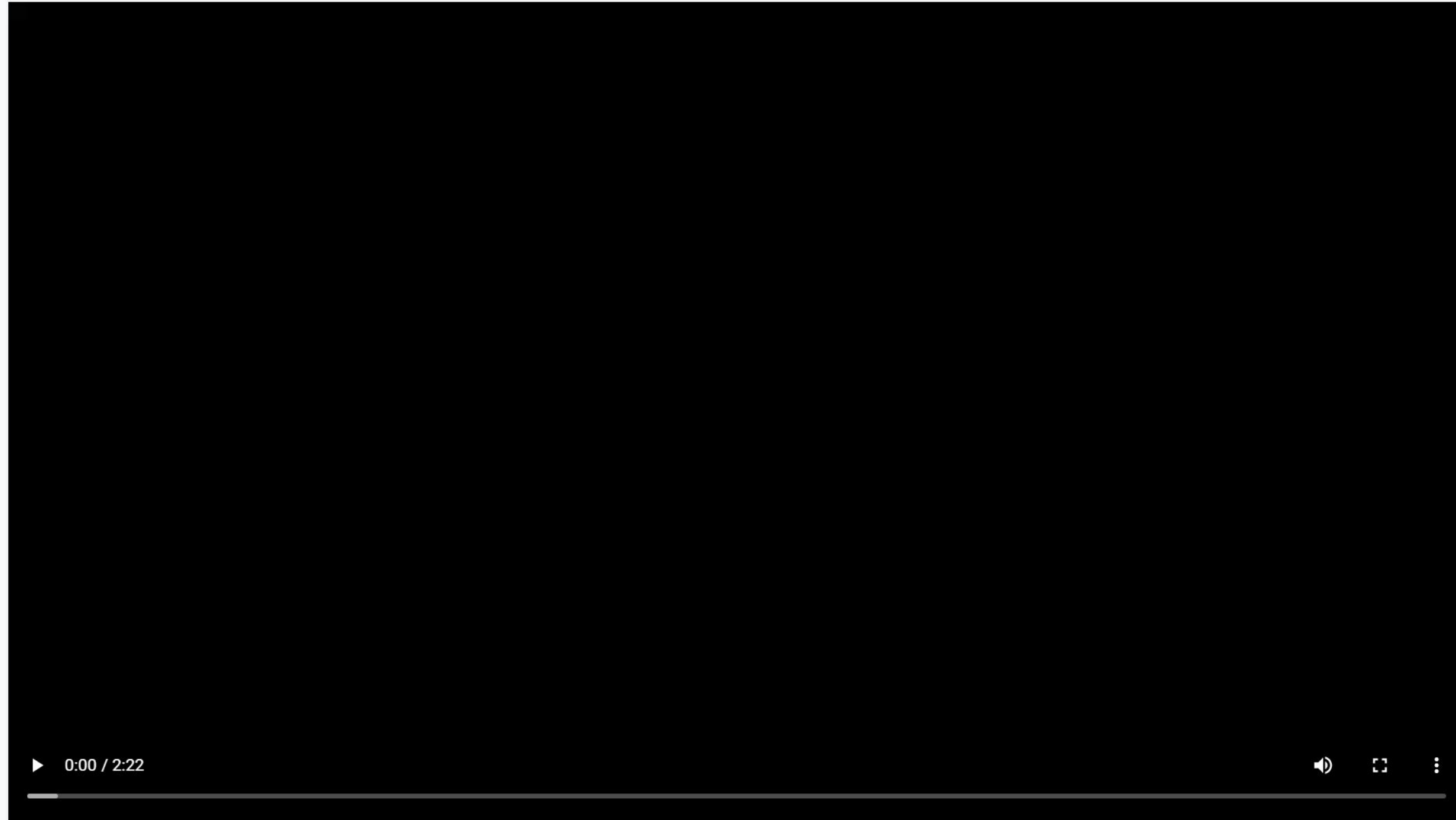


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SCHEDULE EMAILS FOR GOAL-SETTING &gt; LESSON 1: SCHEDULE EMAILS FOR GOAL-SETTING

## 1. Introduction to Schedule Emails for Goal-Setting



▶ 0:00 / 2:22



### ▼ TRANSCRIPT

Playback Speed: Normal ▼

The start of the school year is a new beginning, and there is a lot to think about: new classes to attend, new activities to try, and new friends to make.

You might also want to set new goals. A goal is something you want to achieve.

Thinking about what you want to do is the first step in creating goals.

Creating a goal letter turns your ideas into plans that you can work on!

In this lesson, you will write an email to your future self, explaining your goals for the year.

Then, you will schedule a delivery for the email, so that you receive it at a later date and you can check your progress.

Setting goals at the beginning of the school year can help you feel more focused as you tackle new subjects, activities, or tasks.

### INSTRUCTIONS

1. Sign into your Google account.
2. Open your Gmail.
3. Compose a new message.
4. Add a subject line.

### SHARED WORK

Students can submit their work on this page. View their submitted work on the student progress page of [My Classes](#).



Pierce, Mindy <mpierce@tcjackets.net>

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**(no subject)**

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**Irshad, Awais** <irshada1795@tcjackets.net>  
To: Mindy Pierce <mpierce@tcjackets.net>

Thu, Jan 23, 2020 at 9:24 AM

i mis pierce



here are the logo files for the lcc fund raisers, plz let me know if u have any questions  
i am doing the gmail thing  
best  
Awais



**remote-working-advantages-man-working-desk.jpg**  
62K