

Help Me Become Organized!

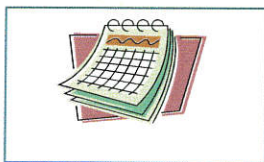
Helpful Organizational Habits

School Planner



- Use your planner to record all long term and short term assignments.
- Keep your schedule in the front pouch of your planner.
- Use the educational information located in the back of your planner.
- Record your locker number in the front of your planner.

Weekly Agenda



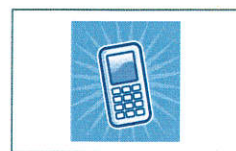
- Plan your weekly agenda.
- Be sure to include designated time spans.
- Record all obligations.
- Be sure to include homework, band practice logs, daily reading, study time.
- Record personal time allowance.

Folder Systems



- The best folder system is one that you develop yourself.
- Use a pocket folder. Place incomplete work on the left side of the folder and completed work on the right side.
- Be sure to remove any unnecessary papers weekly.

Study Buddy



- Be sure to connect with one student in each class.
- Connect with study buddy if you are absent or questioning if you missed important information in class.

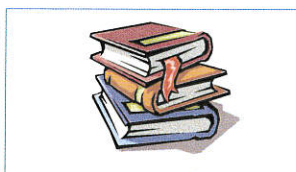
Helpful Study Skills

Homework Environment



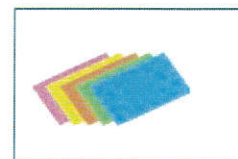
- Be sure that your homework area includes...
- Adequate lighting.
- Free from distractions
- Clean working area
- Adequate supplies
- A dictionary

Homework Hints



- Set a designated time for homework.
- Plan out homework timeline.
- Complete most difficult homework first.
- Place all completed work in folder and place in backpack each night.

Note Cards



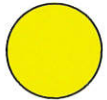
- Record important terms on one side of the note card.
- Record definitions on the other side of the note card.
- Review all note cards until mastery.

Helpful Study Skills

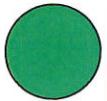
Follow all traffic rules



- Read the directions
- Do I understand the directions?
- Be sure to follow the directions



- Did I answer the questions correctly?
- Did I use complete sentences?
- Did I check for correct spelling and punctuation?



- Did I review my work?
- Did I submit my work to the teacher?

Post it notes



- Place post it notes in margins next to important text.
- Number post it notes in order of importance.
- Write important information on post it notes.

Read every night



- Read every night for twenty minutes.
- Be sure to select books that are appropriate for your reading level.
- Be sure to complete reading responses.

Folded Study Guide



- Fold lined paper in half.
- Record important terms on one side of the paper.
- Record definitions on the other side of the paper.

Do not procrastinate!

- I have plenty of time.
- The assignment is not due until the end of the week.
- I don't feel like working right now.
- I always wait until the last minute.
- I do not understand the assignment.
- No one else has started their work yet.
- The assignment is easy. I am not worried.

Resources

= Success

- new.schoolnotes.com
- Homework club
- Morning help
- Use my agenda
- Self advocate
- msmath1.com