

Tips for Using Your Agenda Book

Use your agenda book to organize & schedule time for assignments, studying and personal events.

Use the weekly calendar to record shorter term projects and daily homework

- Record all homework tasks on the day they are assigned. Include the due date.
- Schedule study time - individual as well as group sessions.
- Keep track of field trips, appointments, club meetings and activities.
(Remember to include family events & special dates too. Avoid surprises. You don't want to forget anything.)

Use the monthly calendar to plan long term assignments and study for major tests.



- On the **monthly calendar** write down due dates for all tests, assignments, and long-term projects (such as essays) as they are assigned. **Also record a reminder well before the due date.**
- Record all assignments/test results on the “Record of Achievement” pages. This will help you determine which of your subjects require improvement and extra study time.

AFTER SCHOOL / AT HOME:

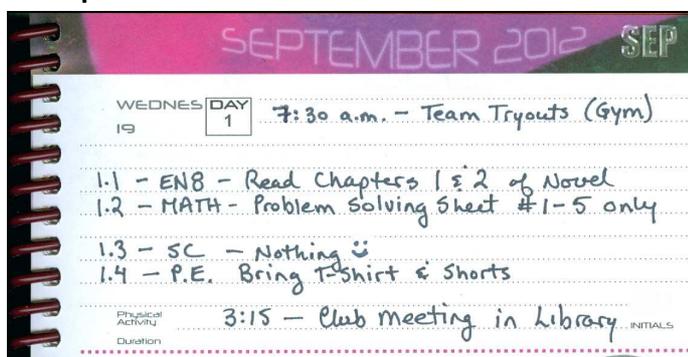
- **Arrange your work in order of priority.**
- **Commit yourself to a schedule and stick to it.**
- **Schedule your work time in half-hour blocks.** Plan to spend more time on the subjects which require improvement.
- Remember to **schedule time for long term projects.** Record this on the monthly calendar as a reminder.
- Make time to **review assignments & tests returned by your teacher.**
- **Check off assignments that you have completed.**
- Review your weekly schedule regularly and adjust it as required.

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In class:

1. **Listen** carefully when your teacher gives the assignment.
Look at your teacher and **think** about the assignment.
If you have a question about the assignment, **ask** your teacher **now!**
2. Locate **today's** date in the weekly calendar section.
3. Locate the **date when the assignment is due.**
4. Write the assignment on the due date (i.e. When is the assignment supposed to be handed in to the teacher?) Make entries brief but be sure that you can understand them. First write an abbreviation for the subject. Then write the assignment.

For example:



Before you leave school:

1. Check your agenda book. Decide what homework you need to do this evening.
2. Get out the materials you will need for your homework.
3. If you don't understand one of the assignments, ask your teacher or a classmate about it **before you leave school.**

At home:

1. **First, do the assignments that are due tomorrow.**
When you finish an assignment, put a checkmark beside it in your agenda book.
2. Next, work on assignments that are due in the future.
Or study for a test / quiz, in advance.
3. If you have a question about an assignment, call one of your study buddies.
Tip: At the beginning of the year, exchange phone numbers with someone in each of your classes; someone who you can call if you have missed work, or need help.
(Write down their phone numbers in the "Contact Directory" at the back of your agenda book.)