

**Using an Agenda or Planner****Reflect:** What is the main reason you don't consistently track deadlines in your agenda or planner?**Step 1: Always Bring Your Agenda:**

Where can you (or do you) keep your agenda to make sure you always have it with you? Why?

**Step 2: Write down your Homework (immediately)**

Check your agenda and make sure all of your homework for today is written down.

**When you checked your agenda for Homework just now, was it up to date? Why or why not?****Step 3: Write down other Assignments or Quizzes**

Check your agenda and make sure all other assignments or quizzes are written down.

**Were your assignments or quizzes written down? Why or why not?**

**Step 4: Put deadlines and due dates into your calendar**

Check to make sure all due dates and deadlines have been written into your calendar

**What major due dates or deadlines do you have coming in the next week?**

**What will you do to make sure you are ready to meet those deadlines/due dates?**

**Step 5: Check your agenda before you go home each day**

**Who is another student you can check with if you forget to write down assignments for the day?  
Why? (you may need different ones for each class)**

**Step 6: Take out your agenda right when you get home**

**Do you already do this? Why or why not?**

**Step 7: Write everything in your agenda**

Make sure to write all practices, appointments, events, etc. into your calendar

**In your own words, why is it important to write everything in your agenda? What might happen if you do not do that?**