

Planning My Time

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
<u>3 p.m.</u>					
<u>4 p.m.</u>					
<u>5 p.m.</u>					
<u>6 p.m.</u>					
<u>7 p.m.</u>					
<u>8 p.m.</u>					
<u>9 p.m.</u>					

My Homework Routine

- ☐ Collect all loose papers from backpack, binder, folders, then file **ALL** papers in their proper place
 - HW Folder - Only has a TO DO side and a TURN IN side - NOTHING ELSE
 - Recycle unnecessary or old papers
 - Subject matter papers in subject matter folders/journals
- ☐ Look over Planner. Check that **EVERY** homework entry has:
 - ☐ A clear title (no writing "worksheet")
 - ☐ Due Date (even if it's tomorrow)
 - ☐ Does anything need to be highlighted? (projects & tests/quizzes)
 - ☐ Check teachers' website if you have questions about assignments/need info. Email teacher if you have questions.
- ☐ Work Time
 - What is the priority? Order assignments by priority (#1, 2, 3...)
 - Am I following the directions completely? Underline important directions.
 - Take breaks: work for 20, break for 5 OR complete one assignment, then break.
 - Once finished, place work in Homework Folder under "TURN IN" and check off in planner.