



SOUTH SMARTS

Strategies for managing your time and school work

S- SCHEDULE- On Mondays- look at the week ahead. Mark all events in your planner you already know about (sports practice, work shift, club meeting, family obligations).*

M- MAKE TIME to do your work for each class. Plan to do Red day classes after school on Red days; do Blue day classes after school on Blue days.

A- ACTUALLY DO IT! Sit down, phone down, and do the work assigned for each class. Turn it in on time.

R- REACH OUT to your teachers and resources*. Ask them questions or for clarification. They like to help you! Use **SCHOOLOGY** or **Google Classroom** to see your teachers' calendars and to find your work after an absence.

T- TAKE A BREAK- After completing your homework, do something good for you that brings you joy!

S- STAY FOCUSED- Classes last for 18 weeks, so keep going and don't give up! *Bonus Focus Tip- Keep up with your **email** by checking it each day.

***Suggested Resources:**

- Google Calendar (app on phone or use chromebook)
- Paper planner- see your counselor if you need one!
- Schoology Calendars
- Infinite Campus app (for your phone)
- “REMIND” App (in some classes)
- NOTES app on your phone
- Create folders to organize your email