==Homework - To Do List==

==First:== Get Organized – First 10 minutes of homework time ☐ Collect all loose papers from all the different places (backpack, folders, journals) place

into a pile

☐ File **ALL** papers in their proper place

- Hw Folder – Only has a TO DO side and a TO TURN IN side – NOTHING ELSE
- Recycle unnecessary or old papers
- Subject matter papers in subject matter binder dividers/folders/journals

☐ Look over Planner. Check that **EVERY** homework entry has:

O A clear title for the assignment (no writing "worksheet")
O Due Date (even if it's tomorrow)
O Does anything need to be highlighted? (projects & tests/quizzes)
O Check teachers' websites if you have questions about assignments/need info.

==Next:== Work Routine – Majority of homework time

☐ Work Time

- What is the priority? Order assignments by priority (#1, 2, 3…)
- Am I following the directions completely? Underline important directions. -
If you do not have homework for a class, do you need to review?
- If you do not have homework, do you need to make up an assignment – check StudentVue

☐ Finished homework goes where?

- Completed homework is placed in the correct location (binder, journal, homework folder, etc.)

==Finishing Up:== Study Time – plan ahead!

☐ Do I have any upcoming tests?

- All upcoming tests are written and highlighted in my planner
- I have a study plan for each test (materials, study resources, etc.)