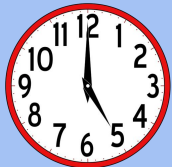

School Organization



Scheduled Time

Schedule a set time each day to work on school work.



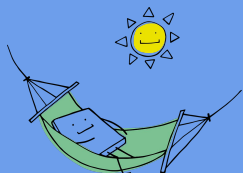
Check Email

Email is often times the best way to get information from teachers. It might seem like a lot, but email = communication. Check a few times a day.



Make a Plan

Each day create a list of work/assignments that need to be turned in. Check off items as they are completed.



Take Breaks

Give yourself a physical and mental break from work each hour. You only need 5 - 10 minutes then you'll be ready to get back to work.



Avoid Distractions

Find a quiet place to work and turn off your phone and other distractions.



Ask for Help

Don't stress out when you are stuck! Reach out to your teacher when you don't understand. They WANT to help you!



Time Management

Plan Ahead

Before you go to bed each night, take just 5 minutes and make a plan for your next day. This might include:

- making a list of things you want to accomplish
- Lay out the materials you will need
- Set your alarm
- Lay out your clothes
- Make sure the area you plan to work in is tidy and distraction free

Distraction Free

We have distractions **EVERYWHERE!** It's important to know what those things are for you. You may need to:

- Turn off your phone or put it in another room
- Turn off the TV or music
- Make sure your area is tidy
- Make sure that everything you need is in place so you don't have to stop working to find something
- Stick with your routine

Manage Time

If you are going to do school work, you might as well make the best of the time you have set aside. You can:

- Set a timer - you know yourself best! If you know that you can work solidly for 1 hour, do it!
- Give yourself short breaks and stick with the time limit.
- Know what is due and when it is due.
- Plan ahead so that you aren't cramming a ton of work the day before something is due.
- Use a Calendar



TO DO Lists!

The next few slides are your "To Do" lists. You can change out the headings to match your own classes.

There are TWO different types of lists - choose the one that works best for you.



My To Do List!

Math

English

Science

History

Math

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.

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Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.





My To Do List!

Choir

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.

PE

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.

Art

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.

Elective

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.

Elective

Type in your list of assignments here.
Once complete, drag and drop a check mark or an X to show that you've completed your assignment.



My To Do List

Drag and drop the check mark when you've completed an assignment.

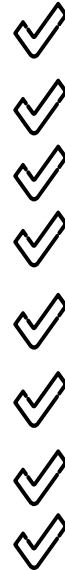
URGENT



Math 3.2 worksheet



Science Experiment



THIS MONTH



Book Report - Read at least 150 pages

