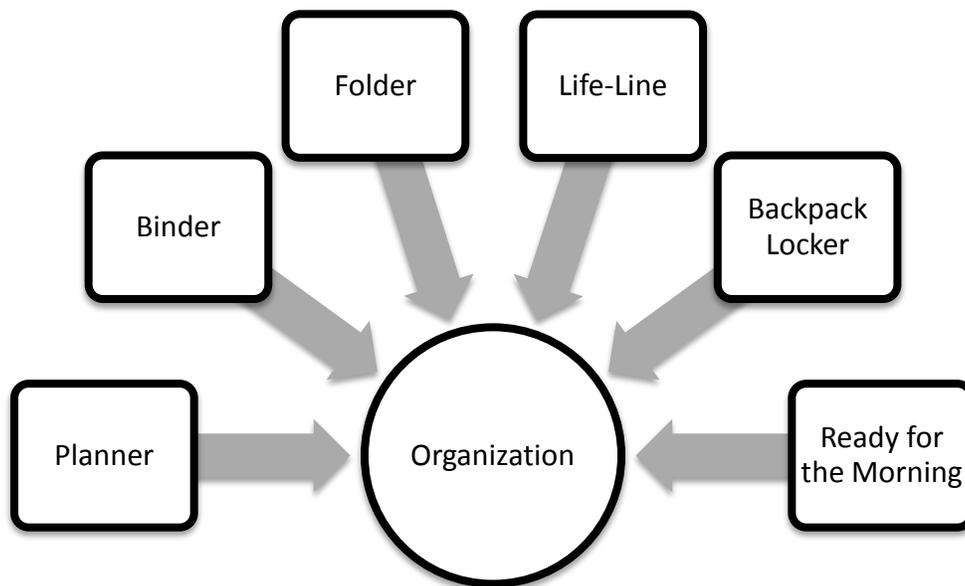


## Be Organized

1. Use your planner.
  - Write down when assignments/homework are due
  - Break down large assignments into sections and make yourself a plan (research, outline, rough draft, final essay to hand-in)
  - Be realistic – only plan what is possible to achieve
2. Use 3-ring binders with loose-leaf paper for class notes.
  - The advantage of 3-ring binders is that you can note only keep notes in order as you create them but you can add any handouts in exactly the correct place
  - Buy a hole punch and keep it in you binder for times you are given pages that are not hole-punched
  - Be disciplined about putting your papers away in the right spot
3. Use folders for assignments, homework and projects.
  - Have a separate folder for homework that needs to be handed in or for assignments that you are currently working on so that all your notes, research, plans and ideas are in one place
  - Have different coloured folders for each class
  - Keep returned assignments and quizzes in a folder and record the grade - this way you always have an idea of how you are doing
4. Have phone numbers/emails for classmates...A Life-Line
  - It is so easy to communicate these days – facebook, msn etc. etc. – take advantage
5. Keep your locker and backpack neat and organized.
  - There should never be anything “stuffed” into your locker or backpack...because it should be in your binder/folder!!
6. Get organized before you go to bed
  - You will sleep better if you know everything is ready for the morning



## Manage Your Time

1. Use the class time your teacher gives you to complete work and/or study.
  - Save yourself the trouble of bringing all those books home
  - Teachers often give more than enough class time to at least make a good start on homework or assignments
  - Questions may come up...it may be useful to have your teacher around for explanation
  
2. Create your own study plan.
  - Determine how much time you have available to study, determine how much you have to do them make a plan
  - Use the calendar/daytimes on you phone or computer
  - Don't be too ambitious
  - Don't be surprised if you have to adjust your plan as the week goes by
  - Almost everything you do will be more successful if done in small chunks rather than the whole thing the night before it's due...(projects, studying for exams...)
  
3. Prepare for Sabotage!
  - Prepare for distractions...try to stay out of their way (people, computer games...)
  - Do whatever you need to do to stick to your plan

My Study/Homework Plan...Date: \_\_\_\_\_ Week of: \_\_\_\_\_

Homework & Assignments		Time Needed
Block 1		
Block 2		
Block 3		
Block 4		

Time	Activity
3:00 to 4:00pm	
4:00 to 5:00pm	
5:00 to 6:00pm	
6:00 to 7:00pm	
7:00 to 8:00pm	
8:00 to 9:00pm	

Or...take out your phone and put your plan on to your phone calendar!