

# Organization

## **Think about the following...**

- Do I record my assignments and/or homework in some type of planner?
- Do I put papers in the correct section in my binder?
- Are the papers in my binder clipped in neatly or falling out?
- Do I know where my work is when I need to turn it into the teacher?
- Do I come prepared for class with my pens, pencils, textbooks, composition books, etc.?

# Time Management

## **Think about the following...**

- Do I record my assignments and/or homework in some type of planner?
- Do I have a set time and/or place to complete any homework after school?
- If I know I will be busy after school, do I try and use extra time in class to reduce my amount of homework?
- If I am absent, do I contact my teachers about assignments and ask for additional help/time if needed?

# Study Skills

## **Think about the following...**

- Do I actually set aside time to study prior to a test/quiz?
- Do I know what I am supposed to study when the teacher tells the class of an upcoming quiz/test?
- Do I ask the teacher for additional help if I don't know some of the concepts that will be on a test/quiz?
- Do I know how to create study aids like flashcards or use online apps like Quizlet to help me prepare for a test/quiz?

# Work Completion

## **Think about the following...**

- Do I complete work when given time in class or get distracted by friends or other things?
- Do I remember to write down due dates for assignments and projects in my planner?
- Do I have my binder organized and keep my assignments where I can find them?
- Do I have a place in my binder set aside for homework?
- Do I finish my work but just forget to turn it in?