

## ORGANIZATION

### 3C

To help me keep track of tests and assignments.

**C**reate a calendar for the marking period.

- Lay out all assignments and tests for each course using the syllabus.
- If these are not listed in the syllabus, ask your teachers for them.
- Fill in all school activities, including extra-curricular activities (e.g., basketball games, school musicals).
- Fill in after-school activities, such as hours that you work on a job.
- Add new items to the calendar as soon as you become aware of them. Keep your calendar up to date.

**C**reate a weekly planner.

- Lay out plans for the week based on the marking period calendar.
- Include all assignments, tests, school activities, and work obligations.
- Lay out study plans over a weekly period to give yourself enough time to study for tests or do everything needed for assignments.
- Review your weekly calendar at the beginning of the week, usually Sunday night or Monday morning so that you know what to expect.
- As you complete each item on your weekly calendar, check it off. At the end of the week, see which items have not been checked off and decide whether to include them in the next week's planner.

**C**reate a daily list.

- Based on your weekly schedule, make a daily to-do list. If you use a daily planner, transfer the items on this list to specific times.
- Consult your list at the beginning of the day and at certain times throughout the day.
- Check off each item on the list as you complete it.
- At the end of the day, analyze the items you didn't do and decide whether to add them to the next day's to-do list.