Organizing Time Around Priorities and Deadlines

In Class:
When you hear or see an assignment,
1) Write it down on your assignment sheet
2) Put any assignment materials in the 'to be completed' file

In Planning Sessions:
1) Review assignments on your assignment sheet
2) Look at assignment material on an assignment to determine what must be done
3) Write in the due date on your planner
4) Create a set of steps for the assignment
5) Write in each step on a date in your planner to finish the assignment