

HOW DO I USE THIS DAILY HOMEWORK PLANNER? ---

STOP

- Look at your planner.
- Review your short-term assignments (the ones that are due the next day) and long-term assignments (any projects, tests to study for, etc. that need to be worked on over several days) and write them under tasks.
- If you don't know the homework from one of your classes, call that friend whose number is in your planner.



THINK

- What is due tomorrow? – make sure these come before assignments that are due later in the week
- Which assignments are the hardest? Which are the easiest? – do the harder ones first and save the easier ones for later
- Number the assignments in the order that you plan to do them in.
- Estimate the time it will take for each assignment, asking yourself:
 - How many problems do I have to complete?
 - How long does homework usually take for this class?



PLAN

- Write the amount of time you think each assignment will take under "Estimated time needed."
- Add up the amount of time you estimate your homework will take overall.
- Look at the clock and plan when you are going to start and when you will take breaks. Then estimate when you will be done with your homework. Look at your daily schedule to see how much time you had set aside for homework tonight – do you estimate that you will have enough time to finish it all?



DO

- Set the timer when you start each assignment and stop it when you are finished. Record the actual time for each assignment on your chart. What was the difference?
- Cross off each assignment when it's done!

