**EFFECTIVE MANAGEMENT SYSTEM TIPS**

**THE KEY TO SUCCESS IN HIGH SCHOOL**

What management system are you using now? Even if you think you don’t you do have a system in place. How does your system measure up against the follow system?

Do you:

* Use your planner everyday
* Review your planner every week at the beginning of the week to help plan your week
* Write down something in your planner for ever subject (e.g. homework for the next day, assignments for the week {pages to read, questions to answer, and date assignments are due}, upcoming test dates and special project due dates, etc)
* Write clearly and neatly
* Refer to your planner before you go home at the end of the day to make sure you have everything you need (necessary books, folders, study guides, class notes)
* Set weekly goals for yourself and write them down in your planner
* List helpful resources in your planner (e.g. websites, textbooks, etc)
* Schedule time in your planner to study for each test
* Set aside a homework time everyday with no distractions – no phone, no TV
* If there is no specific assignment, you can read over your class notes, make flash cards or READ!
* Use study hall to study
* Ask for help as soon as you realize you don’t understand
* Keep all assignments, handouts, tests, etc that are given back
* Always record assignments as soon as they are given
* Form a study group
* Take notes and keep them organized and labeled
* Do your best on every assignment

**JUST CHECKING CHECKLIST**

Rate your use of the following components on a scale of 1-5, using your current management system.

1 = I never do it

2 = I do it once in awhile (making progress)

3 = I do it sometimes for some classes

4 = I do it sometimes for all classes

5 = I do it every day for all classes

1. I write my assignments in my planner, including pages to read, questions to answer, and dates assignments are due

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I understand what I have written in my planner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I use my planner to get necessary books/materials home

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I write important test dates/project due dates in my planner

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I review my planner before the start of the week and plan my week

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I write down my weekly goals (Goals written are more likely attained)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I list helpful resources in my planner, such as websites, textbook info, etc

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

1. I schedule time in my planner to study for each test

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1 | 2 | 3 | 4 | 5 |

Print off this checklist along with the Tips page and include them in your portfolio. In addition, write a 1 page reflection on your current management system. Include information that may be working and discuss ways that you can improve your current system.