

Week starting: Monday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Task	Mon	Tues	Wed	Thur	Fri
No loose papers in <b>binders</b> - <i>Move them to folder, file bin, or trash</i>					
No loose papers in <b>backpack</b> - <i>Move them to folder, file bin, or trash</i>					
<b>End of Unit</b> - <i>Clip together and move to file bin</i>					
<b>Agenda/Planner</b> - <i>Highlight tests, quizzes, and long-term assignments</i>					
<b>Long-term Assignments/Assessments</b> - <i>Break down and write tasks in Agenda/Planner</i>					
<b>Today's Homework</b> - <i>Prioritize (put them in order) &amp; estimate time</i>					
15-Minute-Increment <b>Daily Planner</b> - <i>Include assignments, prior commitments, &amp; fun stuff</i>					

Notes:

Week starting: Monday \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Task	Mon	Tues	Wed	Thur	Fri
No loose papers in <b>binders</b> - <i>Move them to folder, cabinet, or trash</i>					
No loose papers in <b>backpack</b> - <i>Move them to folder, cabinet, or trash</i>					
<b>End of Unit</b> - <i>Clip together and move to cabinet</i>					
<b>Agenda/Planner</b> - <i>Highlight tests, quizzes, and long-term assignments</i>					
<b>Long-term Assignments</b> - <i>Break down and write tasks in Agenda/Planner</i>					
<b>Today's Homework</b> - <i>Prioritize (put them in order) &amp; estimate time</i>					
15-Minute-Increment <b>Daily Planner</b> - <i>Include assignments, prior commitments, &amp; fun stuff</i>					

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