1. Use & follow an agenda!
2. Write down everything you need to do in your agenda book or planner.
3. Complete the most important activities first.
4. Get organized! Have your notes, books, pencils, papers, assignments, etc. ready to use!
5. Plan for unexpected interruptions!
6. Plan a study time around other activities such as sports, practices, and clubs.
7. Don’t wait until the last minute! Do assignments on time.
8. Stick to your agenda book!