

# Use Your School Agenda Like a Pro

& make the best organizational tool you have work for you!

Have a school agenda? Not sure how to use it beyond writing down daily homework? You're not alone! While most schools hand out agendas to students, they rarely provide instructions on how to use them effectively. We can help.

## Agenda Basics

- Bring it to school every day
- Bring it to every class
- Write down all assignments and homework
- Bring it home at night
- Take it out of the book bag and consult it
- Repeat every day

## Take agenda skills to the next level with this checklist:

Use your agenda to:

- Prioritize workflow**  
Look at all homework and assignments on the page and determine what's most important/ needs to be completed first. Use A-B-Cs to assign importance. (If math is due tomorrow, but history isn't due for 2 days, assign math an A and history a B.)
- Time yourself**  
Keep track of how long each assignment takes to complete. (This is a good way to practice estimating how long future tasks might take to complete.)

- Countdown to tests**  
Don't just mark a test date down on the actual day; use the pages leading up to that date to create a study countdown.
  - Write the test day in the agenda on the day of the test.
  - Turn to the previous date's page, and write something such as TEST IN 1 DAY.
  - Repeat on every preceding day until today's date, counting up as you move backwards.
  - Schedule study time every night between now and the test.

- Move incomplete tasks forward**  
When an assignment is completed, check it off. If a task is unfinished, draw an arrow beside that task, then flip the page and write that task on tomorrow's page.

- Keep track of extra-curricular activities**  
Agendas are not just for school. They're a great place to keep track of extra-curricular activities, chores, sports, even parties and get-togethers.

- Use the month-at-a-glance page**  
Write down regular activities as well as upcoming deadlines and projects to get an idea of how busy the month is in a single glance.

- Write down thoughts**  
Keep track of questions to ask the teacher during the next class, ideas for essays, etc.