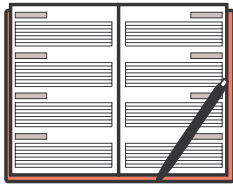


1 Use & follow an agenda!



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!

