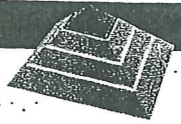


THE PREMIER PLANNING CYCLE™



When will you

**RECORD**

When will you

**CHECK & REVIEW**

When will you

**PRIORITIZE!**



When will you

**DO IT!**

When will you

**SCHEDULE!**



Use this method every day. Start cycling! Get mentally fit!

QUOTE:

Nothing is free, except time. - Seneca



# Recording Homework . . . and Personal Tasks

WEDNESDAY  
6 JANUARY

- Socials wkshk. #2 (due Jan. 8)
- Eng.: rd. *The Mockingbird* (due Jan. 10)
- Math. pg. 45: do quest.s 1-5 (due Jan. 8)
- Dad's birthday tomorrow. Buy gift!
- Basketball practice after school

**RECORD**

Record all homework tasks on the date they're assigned.

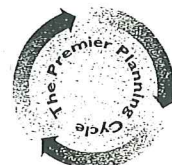
Make a note of the due date.

Write down personal tasks - they're important too!

Don't forget extra-curricular activities! They're part of your schedule.

## Recording Tips:

- check your agenda study guide under "Managing Your Time" for more details
- be sure to record not only the assignment, but also when it is due
- record daily homework tasks on the date they are assigned. That way you always have a record of what was assigned each and every day.
- record assignments as soon as they are given . . . that way you won't forget!
- if you have no assignment for a particular class, write the name of the class (Eng., Bio., Sci.) and NH for No Homework. Consider reading ahead for this class tonight.
- it's a really good idea to estimate how long it will take you to complete each task.



## FOR TESTS AND LONG-TERM PROJECTS:

- record the assignment both on the date assigned and on the date due
- a reminder in between would also be helpful



Record today's homework!

## QUOTE:

Knowledge itself is power. - Francis Bacon