

BE ON TARGET!

Get organized at home with the 3 T's:

TIME, TASK & TAKE CHARGE!

TIME

A set time and place creates fewer decisions and makes starting your tasks easier.

DO THIS:

- Pick a daily homework time and use a quiet, consistent space.
- Gather all the materials you'll need before beginning
- Limit distractions and put your phone away - limit notifications!

ASK THIS:

- What time are you setting aside for schoolwork today?
- What might distract you? How can you reduce those distractions?



TASK

Understanding what's required and ranking your tasks removed uncertainty.

DO THIS:

- Check your agenda/Teams/Moodle and list what is due.
- Rank them by due date and importance.
- Break big tasks into smaller steps.

ASK THIS:

- What do I need to finish for tomorrow?
- What comes first and why?



TAKE CHARGE

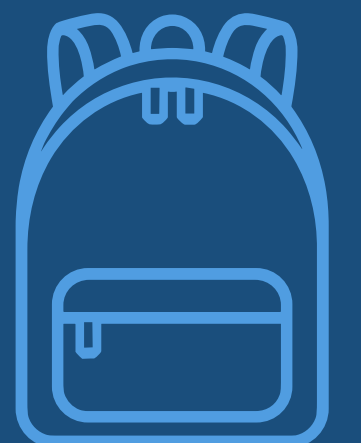
Starting quickly and completing what you can builds confidence and independence.

DO THIS:

- Begin with your top ranked task.
- Set a timer for 20-30 minutes and then have a 5 minute break.
- If you're stuck, reread the instructions or the criteria.
- End by double checking your work against any criteria.

ASK THIS:

- Am I fully prepared for the next day? Is everything in my backpack?



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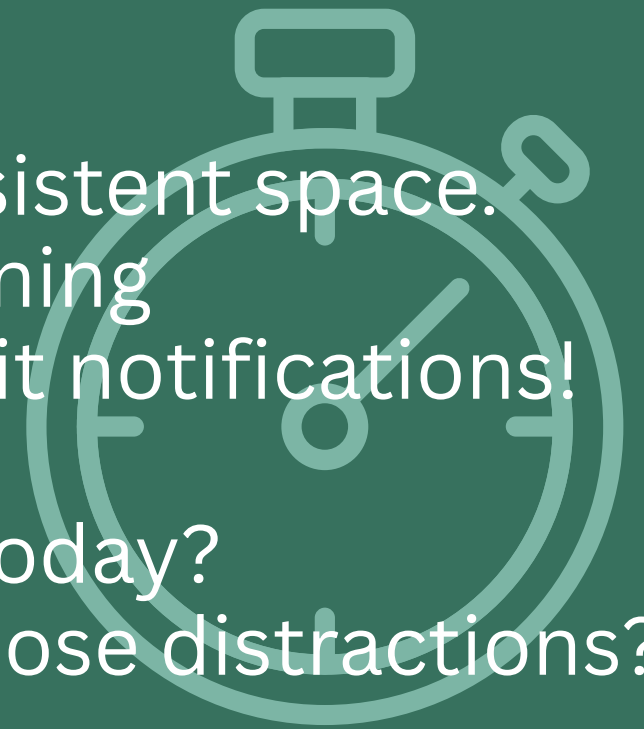
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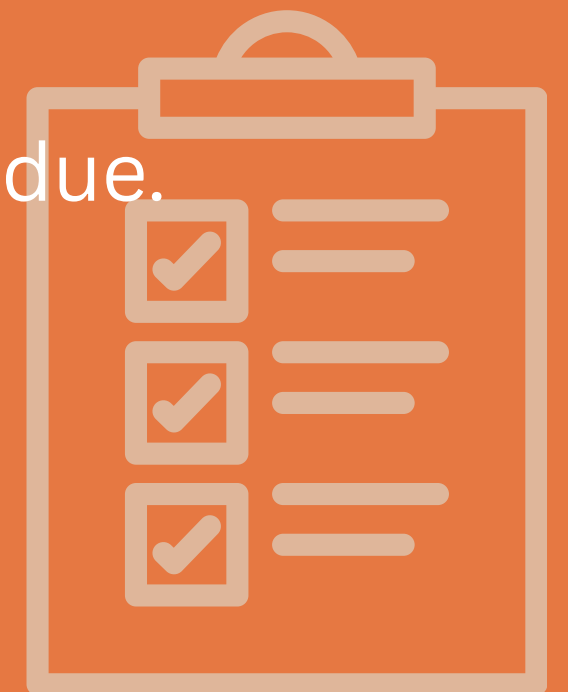
TASK

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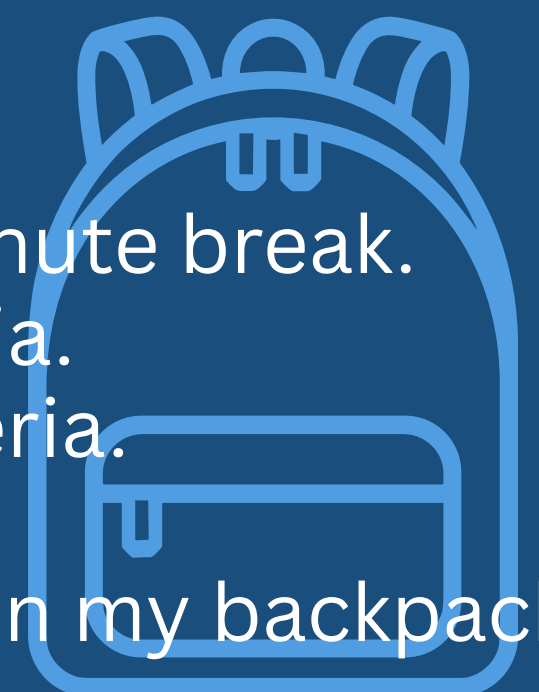
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GET ORGANIZED@HOME

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T1

DO THIS:

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TIME



T2

DO THIS:

- Check your agenda/Teams/Moodle and list what is due.
- Rank them by due date and importance.
- Break big tasks into smaller steps.

ASK THIS:

- What do I need to finish for tomorrow?
- What comes first and why?

TASK



T3

DO THIS:

- Begin with your top ranked task.
- Set a timer for 20-30 minutes and then have a 5 minute break.
- If you're stuck, reread the instructions or the criteria.
- End by double checking your work against any criteria.

ASK THIS:

- Am I fully prepared for the next day? Is everything in my backpack?

TAKE CHARGE

