

USE A MONTHLY CALENDAR

Using a monthly calendar helps you to make a commitment to planning ahead. It also helps you to see the whole picture of many weeks at one time and physically shows sequential steps necessary to complete a project/assignment on time.

MAKE A LARGE GENERIC CALENDAR

- With a full piece of poster board:
 - Use a wide, black felt marker and yardstick to mark off squares large enough to include several written activities/tasks.
 - Include all seven days of the week and a total of five weeks. At the top of each column label the days of the week, leaving a blank space for the month name.
 - Cover the entire calendar with matte (dull) translucent contact paper, or buy large, laminated, one- and two-month calendars from office supply stores.
 - Use a black water-soluble transparency pen to fill in the correct numbered days and the name of the month.
 - Use colored water-soluble transparency pens to write in all assignments. Match each color with the appropriate subject—the same ones you use for your notebooks (see *The Wonders of Color Coding* on page 46).
- Use two (or even three) calendars when assignments are spread over several weeks or months.
- Place your calendar(s) on a wall or bulletin board in your room where it is easily seen and accessible.
- Use a damp paper towel to clean your calendar off for the next month.

BREAK DOWN LONG-TERM ASSIGNMENTS

The process of breaking down long-term assignments into smaller units helps your left and right brain work together to organize specific steps that result in a completed project. Auditory, visual, and kinesthetic learners will benefit greatly by talking aloud while writing and reviewing the specific steps as needed. Help lower your stress level and raise your success level by following these steps (see *Sample: Monthly Calendar* on page 58).

1. Use the correct color of pen for each subject throughout this process.
2. Write in the date the assignment was given.
Example: May 1, Science Report Assigned
3. Write in the date the assignment is due by using "Report Really Due." Then in the day before write, "Report Due" which is really Final Draft: Second Edit. Always give yourself one extra day to correct anything that may go wrong at the last minute. Plus, you can actually enjoy one extra day to relax and not panic. *Example:* May 30, Science Report Due (teacher's date is actually May 31)

MONTHLY ASSIGNMENT CALENDAR

Month _____

Class: _____

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY