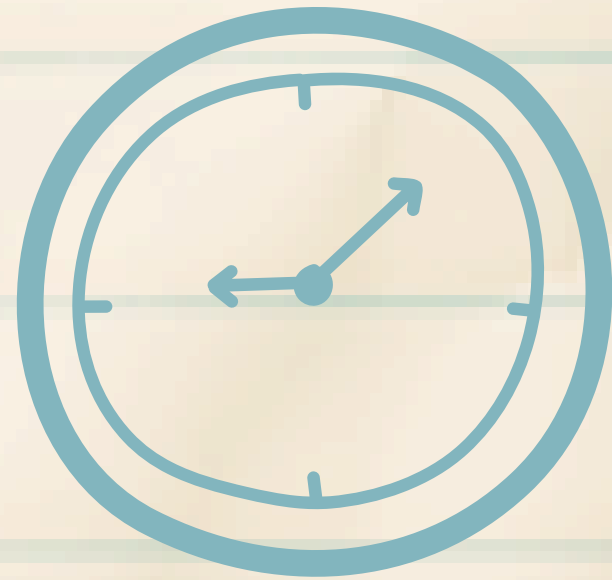


Managing your time



Strategies:



1

Begin assignments promptly

Stay focused and make progress

Use your MSIP

Keep homework manageable

2

Use checklists and schedules

Ensure assignments are done on time

3

MSIP
organizer

Templates to help!

Click each
template
to use

MSIP is there to help you, so use it efficiently!
The first step to success is attending your MSIP

BREAKING UP MSIP INTO BLOCKS:

Period times	Course	To Do:	Did you get it done?
First 15 mins			<input type="checkbox"/>
Second 15 mins			<input type="checkbox"/>
Third 15 mins			<input type="checkbox"/>
Fourth 15 mins			<input type="checkbox"/>

QUESTIONS for teachers:

-
-
-
-
-

Assignment
organizer

Assignment Progression Template:

Assignment Name	Due Date	Current Progress	Next Steps
Example: Fractions math assignment	March 25th	5 remaining questions	Finish tomorrow in MSIP

To Do:	Finished:	Due Date:
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	
	<input type="checkbox"/>	

*Add more rows as needed

Extensions I need to ask for:

TO DO
List

Weekly
Schedule

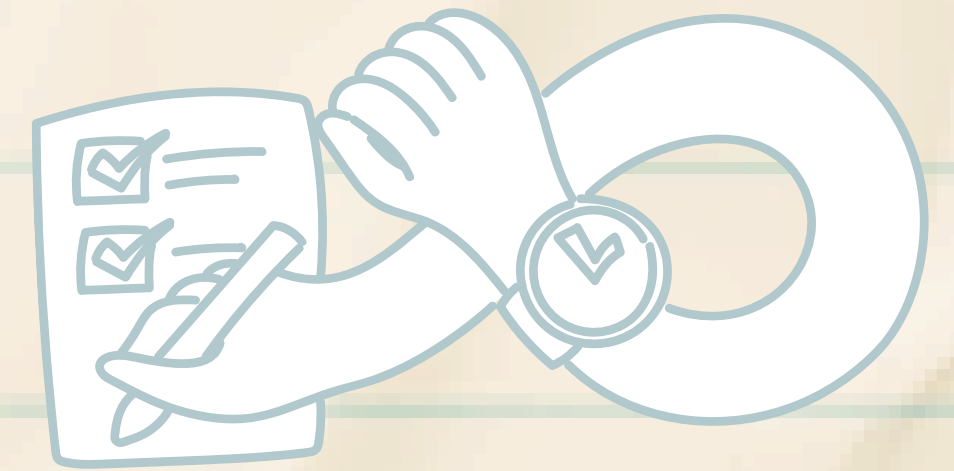
Schedule:

Week Day:	School To Do:	When:	Extracurriculars:
Example: Monday	-Math assignment -English paragraph	USE MSIP- no time after school	-Basketball 3-5pm -Birthday party 6-8pm
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			





The Benefits:



Reduces stress

Prevents pressure of rushing for due dates

1



Creates a balanced schedule

Gives time for extracurriculars, social time, and rest

2

Better academic performance

Builds responsibility by creating good habits

3

