

The chart below may be used to organize the due dates of assignments in each course. The "homework organizer" is adapted from Mengel (1992).

Put a copy of the homework organizer in the front of one's three-ring notebook for each class. Post copies on the bulletin board of one's room. Check the chart daily for reminders about upcoming assignments. Cross off assignments as they are completed.

Course:		
Instructor:		
<b>Homework</b>		
Due Date	Description	Specific Tasks
<b>Reading Assignments</b>		
Due Date	Description	Specific Tasks
<b>Tests/Quizzes</b>		
Due Date	Description	Specific Tasks
<b>Papers/Projects</b>		
Due Date	Description	Specific Tasks