

Time Management

Ask Yourself

1

Do you have an agenda/planner?

NO

Purchase or acquire an agenda/calendar (ask family, school staff, etc.); in the meantime, make or print your own and put it in your binder

YES

2

Do you have a routine place to write your upcoming homework and other important deadlines into your agenda/planner?

NO

Complete the ["Using an Agenda or Planner" tutorial](#)

YES

3

Do you consistently turn your homework and class assignments in on time?

NO

Complete the ["Meeting Deadlines" tutorial](#)

YES

4

Do you use Google Calendar to track and share events?

NO

Complete the ["Using Google Calendar" tutorial](#)

YES

5

Move on to [Speaking to be Heard \(Difficult Conversations\)](#)