

PLANNING LONG-TERM ASSIGNMENTS

ASSIGNMENT: _____

DUE DATE: _____ TOTAL # OF ANTICIPATED HOURS _____

BREAK IT INTO MANAGEABLE TASKS WITH DEADLINES.

Do not forget to take into account obligations, like family outings and extracurricular events.

GOAL 1: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 2: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 3: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 4: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 5: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 6: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 7: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 8: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 9: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>
GOAL 10: _____ _____ _____	Estimated time needed: _____ Start Date Deadline Date ___/___/___ ___/___/___	DONE <input type="checkbox"/>

Once the project plan is complete, record the plan in your agenda or calendar.

TEST PREP SHEET

Subject:	Date of test:
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Chapters/Topics to be Covered (check them off when they are studied):

<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

What I Need to Review:

<input type="checkbox"/> Text Readings:
<input type="checkbox"/> Handouts:
<input type="checkbox"/> Past Quizzes:
<input type="checkbox"/> Past Tests:
<input type="checkbox"/> Maps/Charts:
<input type="checkbox"/> Labs:
<input type="checkbox"/> Other:

What is the Test Format?

<input type="checkbox"/> Short Answer	<input type="checkbox"/> Matching
<input type="checkbox"/> True/False	<input type="checkbox"/> Essay
<input type="checkbox"/> Multiple Choice	<input type="checkbox"/> Labeling a Picture, Diagram or Map
<input type="checkbox"/> Fill-in	<input type="checkbox"/> Other: _____

Days I Will Study (fill in the dates):

<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"/>	<input type="checkbox"/>

Active Study Strategies I Plan to Use:

<input type="checkbox"/> Write summary sheets for readings	<input type="checkbox"/> Recite main ideas
<input type="checkbox"/> Create a study sheet for each topic	<input type="checkbox"/> Draft a map or diagram
<input type="checkbox"/> Connect information to what you know	<input type="checkbox"/> Devise a memory strategy
<input type="checkbox"/> Make flashcards and Rehearse them	<input type="checkbox"/> List related information
<input type="checkbox"/> Design a concept map	<input type="checkbox"/> Practice math problems
<input type="checkbox"/> Draw a time line	<input type="checkbox"/> Review old exams or tests
<input type="checkbox"/> Outline a difficult chapter	<input type="checkbox"/> Organize a study group
<input type="checkbox"/> Predict essay questions	<input type="checkbox"/> Annotate text or handouts
<input type="checkbox"/> Rewrite notes	<input type="checkbox"/> Other: _____

READING STRATEGIES FOR TEXTBOOKS

BEFORE READING:

- Pre-reading a summary of the chapter will help you to get the main ideas so that you can read deeper and visualize the content.
- Question what you already know about the topic.
- Skim the title, chapter headings and images. Then read any previews to determine the main idea of the chapter.
- Predict what will happen in the story.

WHILE READING:

- If your teacher gives you a set of questions to answer about a chapter, make sure you preview the questions. Be sure to read the whole chapter instead of just searching for the answers in the text.
- Consider outlining or creating a web of the chapter.
- If it is your textbook, underline or highlight important points and annotate or take notes in the margins. Otherwise, use a separate notebook to record this information. You can even consider purchasing your own copy of the textbook.

AFTER READING:

- Take special note of all the words that are bolded and underlined. These terms will likely show up on tests. Record them in your notebook, on index cards or on Quizlet.com.
- Chapter summaries are often present, and reading them can help you understand the most important concepts. Summaries can also reveal the "big picture."
- If the textbook offers questions or study aids at the end of a chapter, see if you can answer the questions after you have read the section.

MIDDLE SCHOOL ACCORDION WRITING ORGANIZER

INTRODUCTION	CATCHY OPENER	THESIS STATEMENT - MAIN IDEA OF PAPER	DETAILS - TOPICS THROUGHOUT PAPER



BODY 1	TOPIC SENTENCE/MAIN IDEA	SUPPORTING DETAILS	EXAMPLES/QUOTES

BODY 2			

BODY 3			



CONCLUSION	RESTATE THESIS - CHANGE WORDING OR WORD ORDER	DETAILS - TOPICS THROUGHOUT PAPER	FINAL THOUGHTS - FUTURE CONSIDERATIONS

HIGH SCHOOL WRITING ORGANIZER - CONTINUED

Concluding Paragraph

1. Start with a transitional word or phrase and then restate your thesis or main idea of the paper. Communicate the same premise as your thesis; only vary the words and your sentence structure.



2. Briefly restate or recap the topic sentences or main ideas of your body paragraphs in one or two sentence(s).

































3. Provide a comment relating to "future considerations about this topic." This should be a catchy closing statement that will make the reader think about possibilities.

Thursday _____	Friday _____	Do Not Forget
<input type="checkbox"/> Math Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<input type="checkbox"/> Math Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<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"/> Lang Arts Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<input type="checkbox"/> Lang Arts Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<h3 data-bbox="963 618 1342 656">WEEKEND STUDY PLAN</h3> <p data-bbox="949 666 1120 705">Friday _____</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p data-bbox="949 937 1156 975">Saturday _____</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p data-bbox="949 1207 1142 1246">Sunday _____</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p data-bbox="949 1477 1042 1516">Notes:</p> _____ _____ _____ _____ _____ _____ _____
<input type="checkbox"/> Soc. St. Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<input type="checkbox"/> Soc. St. Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	
<input type="checkbox"/> Spanish Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<input type="checkbox"/> Spanish Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	
<input type="checkbox"/> Science Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<input type="checkbox"/> Science Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	
<input type="checkbox"/> Other Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	<input type="checkbox"/> Other Est ___ Act ___ _____ _____ _____ _____ 🖐️ N 3 📖	
<p data-bbox="64 1622 292 1661">After School Plan</p> 3:00 _____ 4:00 _____ 5:00 _____ 6:00 _____ 7:00 _____ 8:00 _____	<p data-bbox="506 1622 735 1661">After School Plan</p> 3:00 _____ 4:00 _____ 5:00 _____ 6:00 _____ 7:00 _____ 8:00 _____	

Name: _____

Month: _____

Sig	Subject	Thursday Homework	Date: _____	Take Home	Done
 _____	Math	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Science	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Social St.	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Spanish	_____ _____		 N 3 	<input type="checkbox"/>
 _____	English	_____ _____		 N 3 	<input type="checkbox"/>

Sig	Subject	Friday Homework	Date: _____	Take Home	Done
 _____	Math	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Science	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Social St.	_____ _____		 N 3 	<input type="checkbox"/>
 _____	Spanish	_____ _____		 N 3 	<input type="checkbox"/>
 _____	English	_____ _____		 N 3 	<input type="checkbox"/>

To Do List

Notes:

