



ACPO Agenda books

Things to Include in Your ACPO Agenda

When using your agenda book it is important to block off anything that consumes your time, in order to avoid conflict and crisis.

DO Today! - Check your agenda and remember to include the following:

- **Regular blocks of homework time** - every assignment stands a better chance of being completed if you know you have it. You can jot down page numbers and write what you have to do with any extra demands from your teacher.
- **Assignment due dates and long term projects** – Projects normally have due dates over a week or two time. Make some notes for yourself on the day it is due and make a few reminders every other day. Plan target mini goals throughout the longer term assignment and put them in your agenda. This will help to keep you from having to pull an “all-nighter” because you left too much until the last minute.
- **Test dates** – it’s a good idea to mark these in a special color and highlight in your agenda a few days ahead of time that a test is coming.
- **Extra-Curricular Activities** - Write down when you have practice and competitions. (Make sure you keep up with your homework and studying each night to keep from being overwhelmed.)
- **Events** – Going to the movies, playing video games, staying at a friend’s house – write down whatever it is. You can build in “fun time” in your schedule and maintain a healthy balance in your life. Just remember to put studying before play or it is easy to “blow it off”. Make sure you include:
 - Dances, parties, dates, celebrations
 - Family gatherings, vacations, excursions
- **Other important entries**
 - SAT, ACT test dates
 - Sign-up deadlines for standardized tests
 - Fees—due dates
 - Holidays
 - *College application due dates (8th grade)
 - *College visitation days (8th grade)



**It's a good idea to include college dates even if you're not applying or visiting colleges yet. You will become familiar with how rapidly test dates, application deadlines, and college visitation dates come and go.*

Plan for Success – (Annotate the passage below, highlighting important information to help you successfully learn to use your ACPO agenda.)

One of the most important keys to academic success is proper planning. Having a place to remind you of your homework, projects, and other special school events are critical to being successful. Most students forget they had an assignment mostly over the weekend or vacations! You need to make sure that you have an organized, reliable way to keep track of all the assignments, activities and events that are required and important to you. That is why you have been provided a family agenda book from ACPO. You will be expected to write all your daily assignments and activities in your agenda book every day and keep your agenda book with you in your ACPO Binder. Below are tips and reminders of things to put in your agenda book:

1. **Make the planner a part of your daily routine.** Carry it with you at all times and remember to check it every morning and every night.
2. **Fill in your assignment due dates as soon as you learn them.** Get in the habit of writing in your planner while you're still in the classroom. Don't put it off!
3. **Learn to use backward planning.** When you write a due date in your planner, go back a day or a week and give yourself a reminder that the due date is approaching.
4. **Use a color-coding system.** Keep some colored stickers on hand and use those for reminders that a due date or other important event is approaching. For instance, use a yellow caution sticker to serve as a warning two days before your research paper is due.
5. **Put *everything* in your planner.** You must remember that anything that takes up time, like a date or a ball game, will keep you from working on an assignment. If you don't put these things in your planner as time out, you may not realize how limited your homework time really is. This leads to cramming and all-nighters.
6. **Use flags.** You can buy sticky-note flags and use them as tabs to indicate the end of a term or the due date of a large project. This is a great visual tool that serves as a constant reminder of an imminent due date.
7. **Don't discard old pages.** You will always have important information in your planner that you'll need to see again at a later date. Old phone numbers, reading assignments—you'll want to remember those things later on.
8. **Go ahead and congratulate yourself ahead of time.** On the day after a big project is due, put in a reward appointment, like a trip to the mall or a meal out with friends. This can serve as positive reinforcement.