



# **SOUTH SMARTS 21-22**

## Strategies for managing your time and school work

**S- SCHEDULE**- On Mondays- look at the week ahead. Mark all events in your planner you already know about (sports practice, work shift, club meeting, family obligations).\*

**M- MAKE TIME** to do your work for each class. Plan to do Red day classes after school on Red days; do Blue day classes after school on Blue days.

**A- ACTUALLY DO IT!** Sit down, phone down, and do the work assigned for each class. Turn it in on time.

**R- REACH OUT** to your teachers and resources\*. Ask them questions or for clarification. They like to help you! Use **SCHOOLGY** to see your teachers' calendars and to find your work after an absence.

**T- TAKE A BREAK**- After completing your hw, do something good for you that brings you joy!

**S- STAY FOCUSED**- We are back to semester-long classes, so keep going! Classes must be completed by the end of the semester. \*Also- Keep up with your email by checking it each day.

### **\*Suggested Resources:**

- Google Calendar (app on phone or use chromebook)
- Paper planner- see your counselor if you need one!
- Schoology Calendars
- Infinite Campus app (for your phone)
- “REMIND” App (in some classes)
- NOTES app on your phone
- Create folders to organize your email