

B	I	N	G	O
Use an agenda book/planner	Ask to move seats if needed	If you are overwhelmed ask to get a drink to have a break	Remove distracting items from your desk	Only take with you what is absolutely necessary for class
Declutter once a week	Use a Checklist	Put class dividers in binder	Ask to record the lesson for later reference to review with	Read Directions Carefully
Turn in homework on time	Ask your teacher for help if needed	FREE	Position yourself away from Distractors	Keep Lockers Clean
Keep a calendar in your locker	Shut off phones while at school	Keep a list of questions that you have on the class material	Put sticky notes on binder on in locker to remember tasks	Take Notes In class
Keep 1 Folder and 1 notebook for each class	If you miss a detail ask the teacher to repeat	Pack your backpack at night for the next day	Break bigger tasks down into smaller ones	Create a Schedule for yourself

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Remove distracting items from your desk	Keep Lockers Clean	Keep a calendar in your locker	Use a Checklist	Ask to record the lesson for later reference to review with
Write down all assignments	Pack your backpack at night for the next day	FREE	Declutter once a week	If you are overwhelmed ask to get a drink to have a break
Put sticky notes on binder on in locker to remember tasks	Read Directions Carefully	Put class dividers in binder	Shut off phones while at school	Create a Schedule for yourself
Ask to move seats if needed	Use an agenda book/planner	Write down test dates	Have a special place to do homework	If you miss a detail ask the teacher to repeat

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Position yourself away from Distractors	Declutter once a week	Put sticky notes on binder on in locker to remember tasks	Have a special place to do homework	Ask to record the lesson for later reference to review with
Ask to move seats if needed	Write down test dates	Write down all assignments	Create a Schedule for yourself	Use a Checklist
Have a folder for completed homework	Shut off phones while at school	FREE	Keep a list of questions that you have on the class material	Read Directions Carefully
Pack your backpack at night for the next day	Keep a calendar in your locker	Keep Lockers Clean	Ask your teacher for help if needed	Take Notes In class
Break bigger tasks down into smaller ones	Turn in homework on time	Only take with you what is absolutely necessary for class	If you are overwhelmed ask to get a drink to have a break	Put class dividers in binder