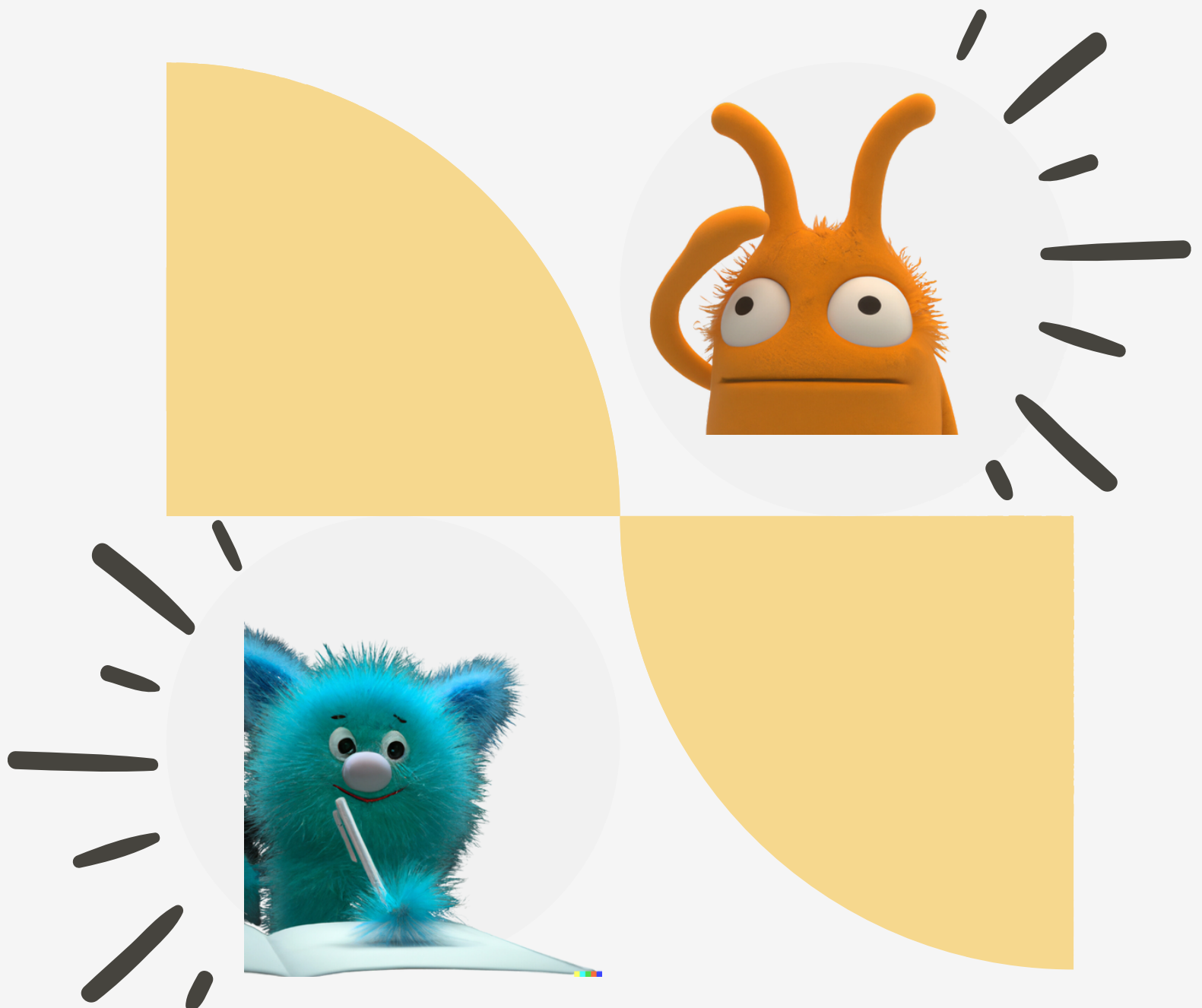


## Session 2: Tracking Assignments



# Tracking Assignments

Last week, we reviewed how having a plan can keep the Forget-It-Trickster from causing trouble. This week, we are looking forward to teaching you two more skills that can defeat this trickster.

One thing this Forget-It trickster loves to do is tell you that you don't have to write things down.

There are two main strategies for writing down assignments:

- 1) **Writing down daily assignments in a daily planner**
- 2) **Tracking what is due in a monthly calendar**

## Planners

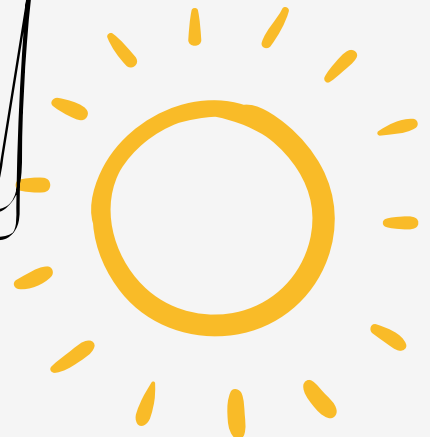
The two most important parts of using a planner:

- Consistently writing down assignments
- Consistently tracking what materials you need to complete the assignment and what you need to bring back to school.

You can use the .pdf we share at the end of this packet or make your own using the following information:

Subject	HW	What do I need?	Due

- Space for writing the details of assignments
- Space to make a note of any materials that need to come home
- A way to tell next-day assignments from future assignments
- Long term view; what's happening in the future
- Can see all assignments on one page without having to turn the page



# Calendar

- A long term calendar includes all the activities that are past the current week.
- Parents/caregivers are in charge of updating it.
- We recommend that this calendar is highly visible in a central place in the home.

## Ideas to Practice

Create a plan for checking the planner and the calendar.  
What reminders do you need to set to remember to check your planner and calendar?

Create a reward/point system around the following:

- Follow the homework plan
- Write Homework assignments immediately in planner
- Transfer long term assignments to the monthly calendar every day
- Check the long term calendar together at least once per week

Date: \_\_\_\_\_

## Daily Assignment Record (DAR)

*Write in 15- to 30-minute time slots below when you will likely be doing homework*



### Afternoon schedule

**WHAT** is there to do? (Check DAR & A&T.C.)

**HOW LONG** will it take?

**WHEN** can I fit it in?

Subject	What is the homework?	What do I need to take home?	What do I need to take to class tomorrow?	Tests and long-term assignments	
				Assignment	Due
	Done? <input type="checkbox"/>	Worksheets — Workbook — Textbook — Notebook Other: _____	Worksheets — Workbook — Textbook — Notebook Other: _____		
	Done? <input type="checkbox"/>	Worksheets — Workbook — Textbook — Notebook Other: _____	Worksheets — Workbook — Textbook — Notebook Other: _____		
	Done? <input type="checkbox"/>	Worksheets — Workbook — Textbook — Notebook Other: _____	Worksheets — Workbook — Textbook — Notebook Other: _____		
	Done? <input type="checkbox"/>	Worksheets — Workbook — Textbook — Notebook Other: _____	Worksheets — Workbook — Textbook — Notebook Other: _____		
<div>  Announcements or special papers </div> <div> <input type="checkbox"/> Handouts </div> <div> <input type="checkbox"/> Other: _____ </div>					

Started HW:

Early/on time/late

Finished HW:

Early/on time/late