



STRATEGIES FOR HOMEWORK & ASSIGNMENTS ORGANIZATION

- Discuss and help your student set realistic time frames to complete homework and projects due at a future date.
- Encourage 'chunking' or breaking down larger projects into manageable segments and set completion dates.
- Use a calendar as a reminder when project segments are due.
- Plan ahead and purchase any needed materials for a specific project (ie poster board, art supplies, printer ink etc.) prior to starting assignment.
- On a weekly basis, use the 'Trash' & "Keep' method and go through binder or file folder with your student.
- Ask questions such as: "Will you need this worksheet to study for an upcoming test?", "Is this work a 'draft' and if so, "Do you need it to turn in the final report?", "Does this paper contain any information that you will need to study or complete an assignment in the future?"
- Purge papers that are not needed and save tests and projects by subject and date in folders to study for midterms and finals.