

FIGURE 2.5

## Olivia's Homework Plan Example

1. Write down each assignment in a planner; include when the assignment is due.
2. Review all assignment due dates and prioritize the ones due the next day or in the near future (the next couple of days).
3. Create a list of homework tasks to accomplish today. Make sure to include steps toward big projects.
4. Determine a specific time to start homework (like 4:30 p.m.) and set an alarm for that time as a reminder to start.
5. Near the end of the school day, check the planner to review the list of after-school tasks and include all necessary supplies to take home.
6. At 4:30, start by deciding on the order for completing each task or assignment and estimate how long each task will take to complete. Write the estimated time in the planner.
7. Set an alarm for 5:15 p.m. to check on progress.
8. Work on homework in a room with soft background music to mask other sounds in the house.
9. When the 5:15 alarm goes off to check progress, review the planner and check off all finished assignments; determine whether each assignment required the allotted time, and write down the actual amount of time spent on each assignment. Determine how much more time is needed to finish homework.
10. Think through distractions. If your phone is a distraction, put it on silent mode and only check it during breaks. If a sibling is a distraction, tell him or her that you are working on homework and ask if you can wait until your next scheduled break to talk or play. If music is a distraction, shut it off or switch to instrumentals. If location is a distraction, move to the kitchen table or another location where you will be able to focus.
11. If you need a break, take one. But before you start the break, be sure to set an alarm as a reminder for when to return to homework. When the alarm goes off, finish the remaining homework.
12. Check off all assignments in the planner once finished; write down the time spent on each assignment. Review time estimated for task completion and actual time required, then use this information to estimate the time necessary for future homework tasks.
13. Put all homework and necessary supplies in your backpack, so you don't forget them the next day.
14. Turn in homework at school the next day. Consider progress on longer-term assignments and plan tasks for after school.