**Taking Charge of Your Homework**

By developing an overall plan for doing your homework, you can maximize your effort and success, and gain more control over the time you spend working. This will free up larger blocks of free time to spend as you wish while insuring that the time you do spend working will be most productive.

Spend 5 minutes completing the **Taking Charge of Homework** worksheet.

* Be sure to think about what specific Tasks you will do to study for Quizzes and Tests (review notes, flashcards, copy notes, reread text book, teach a friend, etc.).
* For Projects, Tests and Quizzes, work backwards from the due date and plan specific Tasks for each day leading up to the due date. Include the Task for just today as part of your overall Homework Plan.
* Consider how long you believe each Task will take to complete.

Once you have completed the **Taking Charge of Homework** worksheet, you are ready to plan the order you will complete your work and the breaks you will have throughout the process.

* Do you want to start with the easiest Task? The most important? The one you are most concerned about understanding and completing?
* If you will need help, do you know when others will be available to help you?
* Be fair and realistic in your expectations of yourself. If you are feeling overwhelmed with the amount of work, what could you do? It is better to accomplish what you can than to focus on what you cannot.
* If you find you consistently have trouble keeping up – reach out for support from your teachers or parents.

**The Pomodoro Planner**

Now you are ready to complete the **Pomodoro Planner**. A Pomodoro is a unit of time (example: 15 minutes). This is the amount of time you plan to work on a specific Task. By setting your focus to work uninterrupted on a specific task for 15-20 minutes, most people report that they can concentrate deeper and work more productively.

* If, while you are working on a **Pomodoro**, you notice a distracting thought (ex. “I need to call Josh”), resist the urge to act on the thought. Instead, notice the thought and “park” it for later. Write the thought on a piece of paper and commit to act on it during a break or when you are done with all your work. ***Protect the Pomodoro!***
* Plan to take a *5 minute TIMED break* after each Pomodoro. After 3 Pomodoros plan to take a *15 – 20 minute TIMED break*. The better you become at disciplining yourself to respect the timer, the more quickly and efficiently you will complete your work so you can ***ENJOY your free time***.
* List the Tasks in the order that you plan to complete them
* Include in your list any other obligations you have that will take time away from your free time (packing for a hockey game, chores, etc.)
* If you wish to divide a task into 2 or more Pomodoros, list them separately
* The last Task should include packing up your backpack so you are ready for the morning and can get credit for the work you accomplished

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**Taking Charge of Homework worksheet**

Abbreviations: R – Read C – Copy notes W – Write Pg – Page

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Class Subjects** | **Do you have …** | **Estimate how long it will take?** | **How long did it take?** | **In folder for school?** |
| **Math**  Do you have materials needed?  Will you need help?  With whom and how long? | Homework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quiz: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **English**  Do you have materials needed?  Will you need help?  With whom and how long? | Homework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quiz: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Science**  Do you have materials needed?  Will you need help?  With whom and how long? | Homework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quiz: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Social Studies**  Do you have materials needed?  Will you need help?  With whom and how long? | Homework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quiz: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Language**  Do you have materials needed?  Will you need help?  With whom and how long? | Homework: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Quiz: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Test: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Q \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **T \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **P \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

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**The Pomodoro Planner**

How much time will you allow for each Pomodoro? \_\_\_\_\_\_\_\_\_ List each item in order that you intend to complete the work.

For each task you list make sure you estimate it will take no longer than One Pomodoro. If it will, list it on Multiple lines.

If you have any distracting thoughts, Park them below to do during a break or when your work is complete

|  |  |  |  |
| --- | --- | --- | --- |
| **Task to complete** | **Check off when complete** | **Is work put where it needs to go?** | **How long did it take?** |
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| **To Do Later - Protect the Pomodoro!** |
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