



BISHOP MANOGUE CATHOLIC HIGH SCHOOL ACADEMIC TIME MANAGEMENT TIPS

- 1). Set aside 1-2 hours every night M-F to do something academic. Even if there are no tests or assignments due the next day, there is always something academic to commit this time to whether it's starting assignments early, studying for a test that's a week away, or organizing your binders.
- 2). Avoiding tempting distractions such as a computer or a cell phone will help to focus on the task at hand.
- 3). A place that is free of distractions is the ideal environment.
- 4). Start assignments and/or study for tests on the day they are assigned as opposed to the night before, to alleviate a pile-up of homework and the temptation to overlook the assignment.
- 5). For extra support, check in regularly with your counselor to go over My Backpack together. We highly encourage students to swing by the counselor's office on a regular basis for a grade check.
- 6). Share your goals with your teacher. If they know the grade you're working toward, they will certainly help you get there.
- 7). Avoid missing assignments. Zeroes will drop your grade significantly even if it's only 1 or 2 assignments.
- 8). Know your grade in each of your classes at all times. This is what My Backpack is for! If you would like this check to be with your counselor, feel free to drop by before/after school or at the very end of your lunch.