



Homework Planner Review

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Print planner for entire month or for the semester; record the month and days at the top.

Your planner is for all school reading assignments, test dates, papers, and projects.

- Record the **top blocks (DUE:)** at **school**. **DUE**= Assignment/Exam due date
- Record the **bottom blocks (TBC:)** at **home** (**TBC** stands for **specifics to complete**).

Completely fill all Monday-Friday bottom TBC blocks with daily tasks.

Homework is 20 minutes per day for every 40-45 minutes of class.

Divide **DUE** classwork into daily chunks for daily work.

- **TBC** should have listed textbook pages or notes pages or sections.
- **TBC** writing projects should list the specific parts of a paper (ex.: complete first draft or intro.; 2nd draft of 1st+2nd body paragraph, etc.)
- 📁 "Complete narrative," "Read *Romeo and Juliet*," or "Review for test" is NOT measureable.

The day prior to the exam is for reviewing notes, not for completing unfinished work.

Notetaking Template

Transfer/interface daily classroom notes with textbook and handout notes on the RTS Success® Notetaking Template.

Rewrite classroom notes the same day after class.

- If there is no assigned classwork, after rewriting classroom notes, work ahead or review past notes (**RN**) indicating specific page numbers that you reviewed.

CN = rewrite classroom notes on RTS Success® Notetaking Template

BN = Book notes (ex.: B pp.222-228; B Chap.4)

HN= rewrite handout notes

RN= review notes (ex: RN pp. 2-3)

Monitor Progress Daily

Circle **+** = Task completed

Circle **x** = Task was incomplete

AT: Write amount of time spent on classwork. Record the amount of time that you spent on each subject. You will be able to see your times decrease as you improve your reading skills.

If some tasks in the **TBC** box are incomplete, check off (✓) all completed tasks (DO NOT cross out) and draw a line from any incomplete task to the next day's **TBC** box. Then circle **x** at the bottom and write the amount of time spent that day next to **AT:**

If all work for that day is incomplete, draw a line/arrow to the next day and the work the next day doubles.

If the weekly work is not all complete, the work rolls over to the weekend (behavior modification).

The planner takes time to learn, Therefore, bring the planner to your session weekly.

SCHOOL PLANNER SCHEDULE

Student must schedule a regular and alternate daily time for schoolwork.

❖ **Set a daily cell phone alarm as a reminder.**

Calculating total homework time:

TBC Homework Time: CLASS (40-45 min.) x 20 minutes = _____ hours and _____ minutes per day (5 days/week).

Class Study Time: _____ to _____

Alternate Study Time: _____ to _____

Alternate Study Time 2 (if needed) _____ to _____

**RTS Study Time: _____ to _____
(RTS: School year: 20-30 minutes per day; Summer: 45-60 minutes)**

Alternate Study Time: _____ to _____