

Tips for Using Agenda Books Effectively:

1. Write down assignments at the beginning of class or when teacher says to.
2. Cross out assignments as you complete them with a single line. You may want to refer back to what the assignment was so you need to be able to read it. You will also feel good about crossing things off your list.
3. Bring agenda book to every class you get homework in.
4. You may want to keep current homework papers in agenda book since you carry it to every class.
5. Clean out agenda book frequently!

