

# Effective Agenda



## Effective Agenda - Creating the foundation of organization

Your daughter receives a new agenda from Marian with handy resources and constructed to fit her needs during her freshman year. Please know that we want our freshman to use this agenda to organize their time, but also as a communication tool to show parents how she is organizing her time.

The quote "It takes a village to raise a child" is true! Please take time tonight to discuss some agenda tips below with your daughter. Discuss what you agree with, what your daughter agrees with, and what her goal will be with her agenda throughout her freshman year.

### **Write it all down. Everything. Every time.**

#### **lesson/what you learned**

(ex: Ch 1 lesson 3 Multiple Step Equations OR 1.3 Multiple step equations)

**Assignments** (ex: pg 20 #1-10, weekly writing, practice ch 3 spanish terms)

**Due dates** (ex: Cells Project due Sept 14th)

**Quiz and test dates**(ex: Ch 8.3-8.5 Fractions Quiz on Oct. 1st OR Ch. 8 Fractions Test Oct. 20)

**Appointments**(ex: Mon. meet counselor before school. Tues. see Math tutor during study hall. )

**Important information in the notes column for reminders** (ex: Track meet Friday at 3:00)

### **Set it up!**

The night before the month starts **set up your monthly calendar view**

Each Sunday night, before the week starts, **set up your weekly calendar view**

**Setting up schedule:** mark A and E days, Late start days, test day, no school, early dismissal

**Plan ahead** (ex: Mon. do study guide, Tues see tutor, Wed review study guide, Th test.)

### **Symbol system**

When something is completed will you cross off, check a box, highlight?

When it's a test in a class will you highlight or write in red?

### **Follow up**

When will you sit down with your agenda? (ex: 4pm? Before supper? Sunday evenings?)

How will you keep your parents in the loop? When will they see your agenda?

If you would like further guidance or for me to meet with your daughter about organizing her papers, don't hesitate to email our Learning Services Coordinator, Priscilla Trecek. ( [ptrecek@omahamarian.org](mailto:ptrecek@omahamarian.org) )



MY DAUGHTER ( \_\_\_\_\_ ) AND I ( \_\_\_\_\_ ),  
HAVE CHECKED OFF THE TIPS WE HAVE DISCUSSED AND PLAN TO USE THIS YEAR.

BELOW ARE SOME ADDITIONAL IDEAS WE PLAN ON USING WITH THE AGENDA:

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