

Using an Agenda

Students need a place to keep track of deadlines, appointments, and other information. [Using a planner](http://www.additudemag.com/adhd/article/3623.html) will help students to manage and remember important information. They can also enter their class schedule, a friend's number to call for homework clarification, and a detailed description of homework and due dates.

* Students are encouraged to use an agenda or calendar
	+ Record Homework Assignments
	+ Record dates when projects are due
	+ Record dates of tests/quizzes
* Highlight important information