[](http://www.google.com/url?sa=i&rct=j&q=&esrc=s&frm=1&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj2oMDC2qvJAhVBQSYKHeE7CsEQjRwIBw&url=http://school4schools.com/blog/agenda-books-and-schools-making-good-little-secretaries/&psig=AFQjCNG7eGfuwcGxB3h2Kx23EjKao8a9Jw&ust=1448545431409017)

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