

KAP SUCCESS TIPS

ORGANIZATION



Clean out backpack weekly. Throw away unnecessary papers.



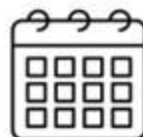
Use different colored folders to organize homework, work to be turned in, projects, etc.



Create a well-lit, uncluttered space at home in which to complete homework, study, etc.

PRIORITIZATION

Check the board upon entering each classroom. Record and adjust assignments on assignment tracker.



Create lists on which to write all important tasks. Use numbers to prioritize.



Prioritize tasks based on assignment weight and level of importance.



SELF-ADVOCACY



Ask questions during class or make an appointment to discuss with teacher.



Choose words carefully before meeting with teacher. Know your rights and responsibilities.



Be diplomatic, tactful, respectful, and gracious.

TIME MANAGEMENT

Chunk larger, longer tasks into smaller, shorter tasks.



Map out time for long term projects in advance.



Set a designated start time at which to complete homework every day.



NEED HELP?



Reach out to your campus GT FACILITATOR.



KAP CAMP REFLECTION



Am I Organized for Success?

Your Task: Read each statement below and check the box reflecting whether you always, often, sometimes, or never do the task in the statement.

Statement	Never	Sometimes	Often	Always
1. I check for my supplies the night before a school day.				
2. I have the phone number of at least one classmate in each of my classes.				
3. At the beginning of each week, I plan out what I need to accomplish that week.				
4. I clean out my backpack at least once every 3 weeks.				
5. I always have an extra pencil or pen in my backpack.				
6. I have a ruler and a pencil sharpener in my backpack.				
7. I check to make sure I have all the necessary books before going home in the afternoon.				
8. I have a dictionary, good lighting, and a set study area at home.				
9. I have a notebook and a folder for each class.				
10. I check that I have my assignments before the end of class.				
11. I check to be sure I have turned in necessary assignments before the end of each class.				
12. The papers in my notebooks are neat and in order.				
13. I study to ensure I know class content/skills.				
14. I check my planner daily.				
15. When I have a major project due, I create tasks to be completed on a calendar.				
16. My homework is out and ready in class on the day it is due.				
17. I do my homework the night before it is due.				
18. I use a daily planner to write down my assignments every day.				
19. Before I leave home in the morning, I check my backpack to make sure I have all assignments due that day.				
20. If I am absent, I check with my teacher(s) to find out what I missed and when it is due.				

Calculate your total score.

1. Add the number of checkmarks in each of the columns.
2. Write the total number of checkmarks for each column in the appropriate blank below.
3. Multiply the number in the blank times the value for that column.
4. Write your totals down for each column
5. Add all columns together to get your final total.

Need help? Ask a peer or the GT Facilitator.

_____ Always x 4 = _____

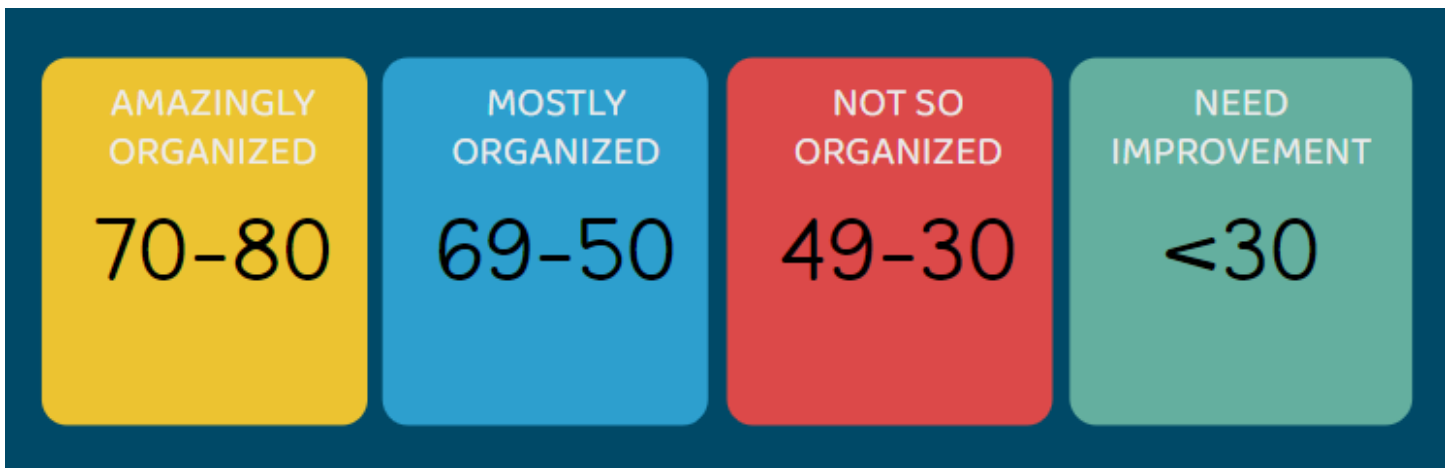
_____ Often x 3 = _____

_____ Sometimes x 2 = _____

_____ Never x 1 = _____

Total = _____

I am _____.



1st Six Weeks 2022 Assignment Tracker and Prioritization List

Top 3 Priorities	Monday 8/15	Tuesday 8/16	Wednesday 8/17	Thursday 8/18	Friday 8/19
	NO SCHOOL	NO SCHOOL			
Top 3 Priorities	Monday 8/22	Tuesday 8/23	Wednesday 8/24	Thursday 8/25	Friday 8/26
Top 3 Priorities	Monday 8/29	Tuesday 8/30	Wednesday 8/31	Thursday 9/1	Friday 9/2
Top 3 Priorities	Monday 9/5	Tuesday 9/6	Wednesday 9/7	Thursday 9/8	Friday 9/9
	NO SCHOOL				
Top 3 Priorities	Monday 9/12	Tuesday 9/13	Wednesday 9/14	Thursday 9/15	Friday 9/16
Top 3 Priorities	Monday 9/19	Tuesday 9/20	Wednesday 9/21	Thursday 9/22	Friday 9/23
					NO SCHOOL