What is an Agenda?
- Information about Carson Graham
- A calendar of events and class rotations
- A place for you to record homework assignments and track your activities

Why should you use your Agenda?
- The more responsibilities we have, the more likely we are to forget
- Creating systems can help us organize and stay on top of things
STEP 1: Go to page 45 of your Agenda

Overview of Timetable

1. Notice there are two weeks (Week 1 and Week 2)

2. Notice that the afternoon block is always 4 or 8

3. Notice that the morning classes tumble and are at different times depending on the day
OVERVIEW OF TIMETABLE

4. Notice the start times of classes:
   1. School starts at 8:35am
   2. There is a 15 minute break between the first two blocks
   3. There is a 5 minute transition time between the second and third blocks
   4. Lunch is from 12:55pm-1:40pm
   5. School is done at 3:00pm
NEW THIS YEAR: LATE POLICY

- Regular attendance is essential for success in school.
- As of the bell, if you are not in class you are late.
- If you are late (excused or unexcused):
  1. You must go to the main office to get a late slip.
  2. You will then take the late slip to your teacher to be allowed to enter class.
  3. These late slips will be tracked and consequences will escalate accordingly.
- This applies to all classes throughout the day.
Why is being on time important?

- **Punctuality** displays a person’s respect for people and time.

- **Being on time:**
  - Ensures that you don’t miss out on important activities
  - Demonstrates that you are diligent and dependable
  - Shows that you have respect for other people and that you care as much about their time as your own
Why is being on time important?

Three Reasons You Should Arrive Early:

- To give yourself a buffer in case something delays you. Planning to show up at the exact time you need to be there leaves no room for error.
- To be relaxed for the class. Running through the door stressed because you were rushing never reflects well on you.
- To make sure you are prepared for the class. Always arrive early so you will have a few minutes to relax, think about your class, and get organized.
STEP 1: Go to page 45 of your Agenda

OVERVIEW OF TIMETABLE

5. Notice some Wednesdays have adjusted schedules
   1. Notice the EPIC Wednesday column
      1. Gives you the **dates** for EPIC Wednesday
      2. Gives you the **adjusted class times** for these days
   2. Notice the Late Start column
      1. Gives you the **dates** for late start
      2. Gives you the **adjusted class times** for these days
STEP 2: FLIP THE PAGE TO THE CALENDAR AND FIND SEPTEMBER

1. Find 2 things in September that interest you.

1. Who has found the club fair?
   1. What is that?

   The Club Fair is an opportunity for students to see what clubs and teams are running at Carson and get more information about ones they are interested in.

2. Who has found the Grade 8 Grouse Trip?
   1. What is that?

   The Grade 8 Grouse Trip is a chance for grade 8’s to get to know each other outside of the school and build important skills and relationships. More info to come from your grade counsellor.

3. Who has found the Buchanan Bowl?
   1. What is that?

   The Buchanan Bowl is an annual football game between Carson and Handsworth and a great opportunity to support your community, show your school spirit and cheer on our teams.
2. Notice the block rotation on each day of the calendar
   
   1. You can also subscribe to the school calendar to get the block rotation on your phone calendar

3. What time is late start?

   9:55am

4. What days in September do we have late start?

   Sept 11th and 25th
STEP 3: Flip two pages after the end of the calendar (Day Timer Instructions)

- Task List vs Deadlines vs Time Management

- You have **things to do** (tasks) **by a certain time** (deadlines), but **when will you do them?**
  - Set times for completing tasks
  - Prioritize tasks – closer deadlines are higher priority, but working on long term projects in small bits helps break it down
  - Create a buffer to ensure you don’t run out of time if something takes longer than expected
  - Colour coding can help
STEP 4: Fill out your timetable

Now go to page 45 and fill out your timetable in your Agenda
ADVANCED AGENDA USAGE:

1. **Prioritize Workflow.** Use your to-do list to your advantage by starting with the most important task.
   - Look at everything on the list—all the homework and assignments for the night.
   - Determine what’s most important/n needs to be completed first.
   - Highlight or underline that task.

2. **Put Assignments in Order.** Use A,B,Cs to assign importance and order of completion.
   - If math is due tomorrow, but history isn’t due for 2 days, assign math an A, and history a B.
   - If you have time to complete both, great, if not, then at least the most important task is done.

3. **Write Your Thoughts.** Keep track of questions to ask the teacher during the next class, ideas for projects, add-ins for notes, musings about school subjects...
5. **Countdown to Tests.** It’s one thing to write down that a test is happening on a given day, but without a countdown, it’s easy to forget about it until you turn the page to that day, then OH NO! Avoid this by keeping a test countdown

- Write the test day in the agenda on the day of the test
- Turn to the previous date’s page, and write something such as TEST IN 1 DAY, repeat as needed
- Schedule in study time between now and the test.

6. **Check off Completed Tasks.** When an assignment is completed, check it off. If time ran out, draw an arrow then flip the page and write the task on tomorrow’s to-do list.

7. **Keep track of extra-curricular activities.** Agendas are not just for school. They’re a great place to keep track of all the to-dos in a day, including extra-curricular activities, chores, sports, etc.

8. **Double Up with a Wall Calendar.** Sometimes it helps to see all upcoming projects and homework at a glance. Write down regular activities and upcoming events and projects calendar to get an idea of how busy the month is and to keep priorities and projects top-of-mind.