
Using a Daily Planner

Students in most schools are provided with planners that enable them to record assignments. You might want to ask your mentee if he/she has a planner and if you could see it. Here are some questions to think about when you look over the planner.

1. Has your mentee written down assignments for all his/her courses?

Students who do not write assignments in their planner will probably forget about them. Try to make certain there is an assignment for every course the student is taking.

2. Do you understand the assignments?

If you cannot make sense of the assignment, it is reasonable to assume the mentee's parents won't either.

3. Ask your student to explain assignments that appear confusing to you.

If your mentee cannot explain the assignment to you, you can reasonably assume he/she does not understand it.

4. Ask your mentee how she/he will be graded on the assignment.

Knowing how the assignment is weighted will give students a good way to estimate how much time they should spend on it.

5. Ask your mentee to identify the most difficult assignments.

Have your mentee put a check next to the ones he/she may need help with.

6. Offer to help your mentee with the difficult assignments.

Sometimes students are reluctant to ask for help with assignments. By offering your assistance, you are showing that you care and that you think the assignment is important.

7. Ask your mentee to write down the times when he/she will complete specific assignments.

Use a worksheet to record your mentee's homework schedule.

8. Use the planner to monitor your mentee's progress.

Set up a reward system as an incentive for completing homework assignments.