



RESOURCE HIGHLIGHT



myHomework

The myHomework app's clean design makes this app great for college, high school, or middle school. This homework helper contains additional features that make it easy to use for high school students with a block class schedule. Keeping track of assignments has never been better! The myHomework student agenda is students' favorite way to focus and reduce anxiety. Using myHomework as a school organizer makes keeping track of what assignments to do easier than ever before. The account is FREE everywhere and an ads-free premium experience is available.

This is informational only. DHS is neither supporting nor endorsing the app. Please determine for yourself if you wish to use it and proceed accordingly.

Transition Newsletter

OCT
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Time Management Tips

Managing your time well helps you lower stress, save energy, and focus on what matters most. With good planning, you give yourself the space to succeed and let your strengths shine

- 1) Use a Planner** — a planner or calendar is your best friend when it comes to time management!
 - Write down your classes, homework, and activities.
 - Each morning, check your planner to remind yourself what you need to do.
 - Stick to the times you wrote down for studying.
 - You can use paper planners, free online calendars (like Calendar Labs), or apps.
- 2) Be Organized** — being organized saves time and prevents stress.
 - Use calendars, “to-do” lists, file folders, and reminders on your phone.
 - Keep your desk or backpack neat so you don’t waste time looking for things.
 - Make a daily to-do list and a master list for bigger, long-term goals.
 - Always include study times in your appointment calendar.
- 3) Plan Ahead (Schedule it and it Will Happen!)** — planning ahead helps you avoid last-minute stress.
 - Think about how long each task will take before you agree to do it.
 - Break big projects into smaller, easier steps. For example, if the task is “homework,” break it down into steps like “read instructions,” “complete first section,” and “review answers.”
 - Combine activities when possible (like studying at the library while finding books for an assignment).
- 4) Prioritize Your Tasks** — not everything on your list is equally important.
 - Try the A-B-C system:
 - ☐ **A = Must do**
 - ☐ **B = Should do**
 - ☐ **C = Can wait**
 - Set short-term goals (like finishing homework tonight) and long-term goals (like passing a class).
 - Do small tasks right away—they add up and feel great to check off!
 - Set a timer for each task to maintain focus and track progress.
- 5) Avoid Overload** — balance is important for your health and success.
 - Schedule time for sleep, meals, exercise, fun, and family.
 - Take short breaks when studying or working.
 - Don’t leave everything for the last minute — cramming is stressful!
 - Learn to say “no” when your plate is too full.



contact me

Name:

Phone:

Email:

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MARK YOUR
CALENDAR!

Catch the College Wave

An event for students with disabilities that focuses on supports and services available at college and university settings.

10/07/25 Sioux Falls, Southeast Technical College

10/21/25 Watertown, Lake Area Technical College

10/29/25 Mitchell, Mitchell Technical College

11/13/25 Rapid City, Western Dakota
Technical College (tentative)

Learn more at: tslp.org/events/

Time Management Tips (continued)

- 6) **Practice Effective Study Habits** — studying smart saves time.
- Find a quiet, comfortable place to work.
 - Break big tasks into smaller chunks.
 - Read to understand, not just to finish.
 - Ask questions as you go instead of waiting until the test.
 - Do your hardest work first, then reward yourself with easier tasks.
 - Write due dates and “check-in” dates in your planner.
 - Be a model student: show up on time, be prepared, & participate.
- 7) **Be Flexible** — life doesn’t always go as planned — and that’s okay.
- If something unexpected happens (like sickness or car trouble), adjust your schedule instead of giving up.
 - Learn how to move tasks around to stay on track.
 - Don’t be afraid to ask for help when you need it.
- 8) **Remember Your “Why”** — time management is about more than just getting work done—it’s about building your future.
- Think about your big picture goals: graduating, getting a job, being independent.
 - Create a mission statement: What do you want for your life?
 - Stay positive and remind yourself: every small step brings you closer to your goals!

When you check off a task from your list, it can help you feel more confident and independent. Using a planner and keeping yourself organized are great habits that can make schoolwork easier!



THINGS TO ADD TO YOUR PLANNER

- ☐ Class Schedule
- ☐ School Assignments/Projects w/Due Dates
- ☐ Upcoming Exams/Quizzes
- ☐ Study Group/Tutor Sessions
- ☐ School Events/Activities
- ☐ Practice Schedules
- ☐ Doctor Appointments
- ☐ Medication Schedule
- ☐ Work Schedule
- ☐ Pay Day!
- ☐ Family Events/Vacations
- ☐ Hanging out with Friends
- ☐ Time for Self-Care

