Homework Planner & Assignment Tracker

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For students aged 9–15 – plan homework, track assignments and decide what to do first

Name _____ **Week beginning** _____

Tests and reminders this week: _____

My homework this week

Write each piece of homework under the day it is due. Circle its priority: H (high), M (medium) or L (low), and tick it when it is done.

Subject	Homework task	Set on	Priority	Done
Monday				
			H M L	☐
			H M L	☐
Tuesday				
			H M L	☐
			H M L	☐
Wednesday				
			H M L	☐
			H M L	☐
Thursday				
			H M L	☐
			H M L	☐
Friday				
			H M L	☐
			H M L	☐
Weekend				
			H M L	☐
			H M L	☐

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Assignment & Deadline Tracker

Name _____ **Term** _____

Assignment and deadline tracker

Use this for longer pieces of work such as projects and essays. Tick each stage as you finish it, then tick Submitted and write the date you handed it in.

Assignment	Set	Due	Progress	Submitted
Subject: _____ _____	_____	_____	☐ Plan ☐ Start ☐ Draft ☐ Check	☐ Date: _____
Subject: _____ _____	_____	_____	☐ Plan ☐ Start ☐ Draft ☐ Check	☐ Date: _____
Subject: _____ _____	_____	_____	☐ Plan ☐ Start ☐ Draft ☐ Check	☐ Date: _____
Subject: _____ _____	_____	_____	☐ Plan ☐ Start ☐ Draft ☐ Check	☐ Date: _____
Subject: _____ _____	_____	_____	☐ Plan ☐ Start ☐ Draft ☐ Check	☐ Date: _____
Subject: _____ _____	_____	_____	☐ Plan ☐ Start ☐ Draft ☐ Check	☐ Date: _____

Questions to ask my teacher

_____

_____

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Homework Priority Planner

Name _____ **Week beginning** _____

Sort my homework

Write each task in one box, then estimate how many minutes it will take. Start with Do first, and fit quick jobs into short gaps.

Do first

Due soon and important

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

Plan next

Important, due later

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

Quick jobs

Due soon, only a few minutes

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

Later

Not due for a while

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

_____ ____ min

Time check: I planned _____ minutes and it took _____ minutes.

Finished this week

_____

_____

_____

_____

What helped me focus

_____

_____

_____

_____

What I will do differently

_____

_____

_____

_____