

Weekly Timetable

The spine of the library. Written on Sunday, ticked daily. Schedule work on the day it will be DONE, not the day it is due.

Week beginning

[illegible]

Assignment Board

Everything in progress on one sheet. Stops the small item being forgotten behind the big one.

What it is	Subject	Next step	Due

Due-Date Wall

Everything known to be coming. Laminate this one. When a date is mentioned it goes here before you put your coat down.

Date	What is due	Subject	Started?