

Student Systems Cheat Sheet

To be successful in school, you need the following **reliable** systems. Each week ask yourself how your systems are and see what you need to do to make them more reliable, or use the assessment to check.

1. **Paper Management System** - System for **organizing** papers. Usually binders, accordions or folders. Teachers and parents often insist on binders, but they do not work for everyone. For many, simple, clearly labeled, color coded folders with matching notebooks are more effective.
2. **Backpack** - How to keep backpack under control? Have a “home” for everything in it and overhaul it regularly. Many students do not use their lockers at all and put EVERYTHING into their backpack. Although this may seem silly, it’s actually not a bad compensatory strategy for many kids, because they know that at least they have it somewhere in there. One of the biggest problems is that as the school year goes on, it gets fuller and more difficult to manage because it becomes so full.
3. **Planner system** - I recommend minimalist monthly planners (not weekly). These need to be updated daily. Planning is a huge skill - see my Toolkit Videos for in-depth ideas.
4. **Grade Monitoring system** - Students should have their online grade programs bookmarked for easy reference. They should be looking at grades 2-3 times a week. They should NOT rely on just the “grade” but should be looking at the detailed list of assignments. Print these for easy reference.
5. **Self advocacy** - Self advocacy muscles must be utilized in order to grow. Kids often say they will talk to the teacher but don’t. Emailing their teachers helps with accountability. But they have to go in person to ask for help. It’s really hard at first, but once they try this a few times, it becomes one of the easiest systems to apply.
6. **SSS** - Students need a Sacred Study Space at home but they are rarely guided through the process of creating it. It needs to be optimized for focus and distractions need to be eliminated.
7. **Weekly Overhaul** - Maintainers vs. overhaulers. This overhaul is absolutely critical. If you don’t help your students learn to do consistent overhauls, none of this matters. It’s absolutely, positively **not** enough to just show them what to do, we have to help them **build habits**, and there is no quick fix or magic bullet. It takes time, effort and compassionate patience.

Important: My free **Student Success Toolkit** is available when you subscribe on my home page at SethPerler.com. I send you a mini-course of fantastic, in-depth videos that walk you through the most important things you need in order to help a struggling student.

Systems Self-Assessment

Date ___/___/___ Name _____

Circle the comment that is most like you. For each system, you may strategize ways to move up to the next number. For example, if you chose a 3 on Backpack Organization, what would it take to get to a 4? If you gave yourself a 1 on Planners, how can you move to a 2? Or you can completely revolutionize your systems and go for a 4 in every area. Just be realistic with yourself, and this will help you a ton.

	1 - Nope!	2 - Meh.	3 - Good enough!	4 - Seriously, I've got this!
Paper management system	Um, I pretty much shove papers into the abyss of my backpack, locker, etc.. I can't keep track of it all. I hate papers.	I try to use binders or folders, but I'm just happy if I shove papers into something. Sometimes I can find what I need.	I use folders or binders fairly well. I misplace things sometimes but can usually find what I need. It's pretty reliable .	I can reliably find any paper I need, from any class, at any time. My system is highly organized, effective and completely reliable .
Backpack	I don't even have a backpack, or I lost it, or I just don't use it.	I have one, and it's pretty messy. I can find some of what I need if I search hard enough.	I use it and can usually find what I need. It's fairly organized and reliable.	I manage my backpack well and it has a home for everything. I can easily and reliably find anything I need whenever I need it.
Planner	I don't need a planner, I try to keep it in my head. I have a lot of missing work, 0's and incompletes. I don't really "study".	I have a planner, but don't use it much or I lose it or forget about it. I often have missing and incomplete homework.	I use my planner to track most things, but it's not perfect. I get most of my work in on time and study pretty well.	I have a completely reliable system for my planner. I track all my responsibilities so well that I get all of my homework in on time. I study effectively .
Grades	Honestly, I have no idea what my grades are like.	I know some of my grades but don't really pay much attention to it.	I check my grades pretty often . I'm fairly aware of how I'm doing.	I check my grades regularly and know exactly how I'm doing in each class.
Advocacy	I don't approach my teachers for help. They don't want to be bothered.	Sometimes, if I remember, I will ask a teacher for help.	When I need to, I email teachers or go into office hours for help.	Whenever I have questions, I make a point to speak with the teacher asap . My teachers know me well and I am proactive.
SSS (Sacred Study Space)	I don't even think about where I study. It's not on my radar. I like to work on the couch or bed.	I study wherever I feel like, my homework takes a lot longer than it needs to.	I have a decent place to study, there aren't too many distractions.	I have a great place to study, it's free of distractions & I can focus on school work for extended periods of time.
Weekly Overhaul	I never go through my stuff, the piles grow like crazy.	I sometimes overhaul and reorganize things, but it's overwhelming.	I overhaul my systems occasionally and keep them somewhat updated.	I regularly overhaul my systems and they are reliably up to date!