Across
3. _______ to make sure that you are ready for the day
5. Don't _____ anything that you may need later
6. Use _______ on your IPad
9. _______ is the best policy
12. _______ to do you best
13. Come to class ______
15. Keep your ______
17. Something you use to wake up on time
19. Something you use to remember to do homework
20. Don't ______ just do it right away

Down
1. Making sure _____ is done when it is due.
2. Put your stuff in a _______ spot so you don't forget it
4. Write things down to _______ them
7. Make sure your _______ for the day
8. Don't _____ your time doing something unnecessary
10. Use ______ to keep your stuff organized
11. _______ things out you don't need
14. Put things away Immediately so you don't _____ them
16. Use a _______ To help you
18. Keep your _____ clean