

Using Your Planner: Three Easy Steps

1. Record your homework for each class (while you are in class) – write down all the important details (page numbers, odds and evens, reading purpose, etc.)

Ex: English - Read pp. 3-12 in OMAM; put sticky notes on setting details

✓ No Homework? Record it like this:

Ex: English - No HW (This way when you get home you know there is no homework instead of thinking you forgot to write it down.)

2. Estimate the time it will take to complete the assignment and prioritize your assignments/tasks: Write the estimate next to the assignment in the box provided. Number your priorities at the end.

✓ At the end of the school day: cross-reference your planner with SchoolLoop to make sure that all of your assignments are recorded.

✓ When big projects or tests are assigned:

✎ Write it down in the bottom right-hand corner of your week's planner. Also write it down on day it is due/happening.

✎ Write down reminders to work/study in the days between when it is assigned and when it is due.

3. All Done? Check it off!

✓ Place a check in the box only when you've completed an assignment and placed it in your backpack.

✓ *Bonus Idea:* Use your planner to schedule other aspects of your life (sports, social, etc.) in the empty lines below the A-6 period school day.

✓ *Bonus Idea:* Use color-coding to differentiate between:

✎ Classes

✎ Long-term vs. short-term assignments

✎ Non-academic activities