



## Using Your New Planner

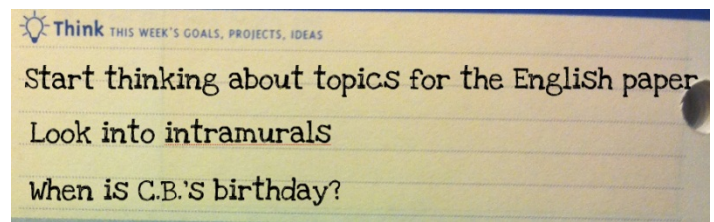
### What's In It?

- **Student handbook.** Reference the table of contents to find specific information about the school, such as:
  - School policies and procedures
  - Extra-curricular activities
  - The school code of conduct
- **Months-at-a-glance:** for you to see everything that is going on within each month of the school-year.
- **To Do:** The planner provides space for you to actively engage with your weekly responsibilities.
- **Reference:** The last section includes helpful tools and resources for you to reference, as needed.

Your planner has been designed to help you accomplish all you need to do, using the method: **think, record, act** and **check**.

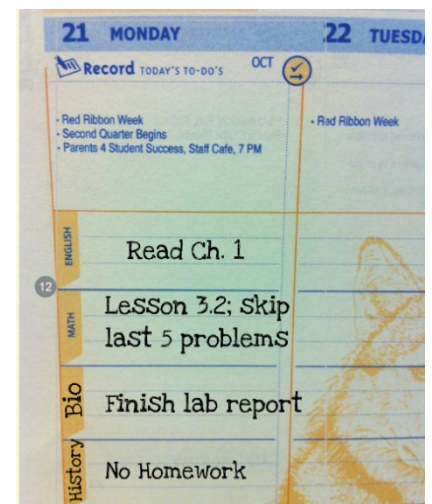
### 1. Think

At the beginning of each week and each day, think: What's important right now? Your planner has Think space for you to jot down whatever's on your mind—goals, plans, great ideas, things you need to do--- that you want to keep in sight and not forget.



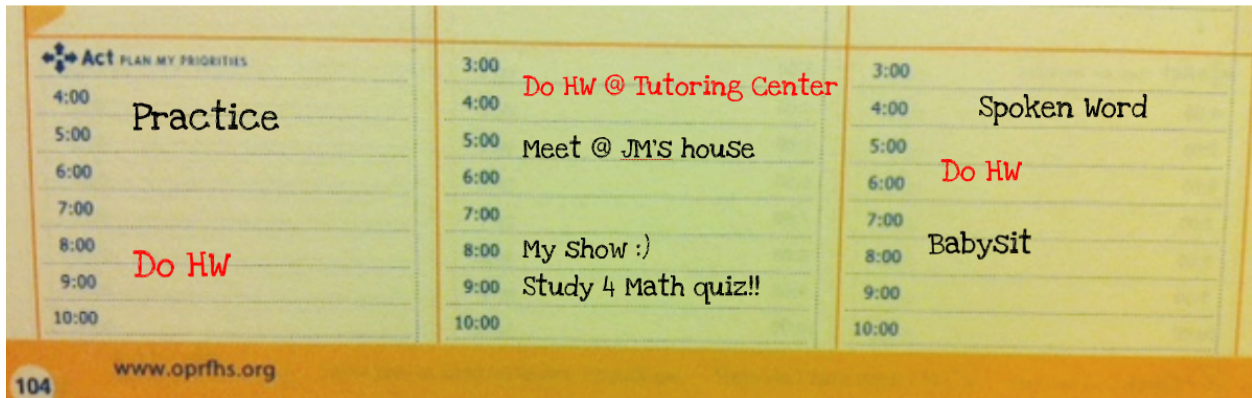
### 2. Record

- Recording captures what you need to do and when. It also keeps what you need to do visible.
- New to the planner this year is a space to write in the names of your classes. Try to designate the same space for each course. You will see space for English and Math, already in the planner. You should write in additional classes you take in the other spaces provided.
- Do not put pressure on yourself to remember what is due in each class. Commit to writing it down in your planner before you leave class.
- If you do not have homework in a class. Write "NO HOMEWORK" in the space designated for the class.



### 3. Act

- Use your planner's after-school space to schedule your time. Fill in scheduled events first (such as school activities, teacher meetings, practice or appointments). Then, block out daily homework time. Fine-tune your schedule and then act on your plans!
- If your favorite show comes on at 8:00 p.m. on Wednesdays, it wouldn't hurt to schedule that in, too. You want to be able to enjoy it without worrying about the work you still need to complete.



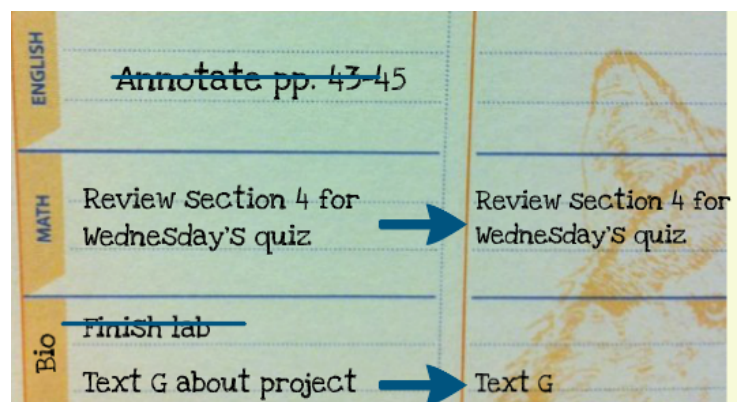
### 4. Check

The last step is to check. Why look back? There are three important reasons:

- First, it lets you review what you planned to do, to see if you actually did it. If you didn't achieve your goals, record them for next week.
- Second, it encourages you to assess the process and how you did. What went well, and what could've gone better? How can you improve for next time?
- Finally, it reminds you to look back at everything you have accomplished...and enjoy the feeling of a job well done.

When you finish something, put a line through it. We do not recommend "coloring out" your assignments. Simply put a line through completed assignments, so you can still read them. This will allow you to look back in your planner, re-trace your work and see your accomplishments.

If you do not finish something, draw an arrow to transfer the assignment to the next day so you can remember to complete it.



### Make it Yours

The planner was re-designed to include more supports for you, as you work to manage your time and work load. The skills this planner helps to develop have life-long benefits.