

# 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