

HOW TO USE YOUR PLANNER

Set Yourself up for Success

 10-15 minutes

 repeat these items often

Let's start by entering all of the critical information you know about this school year. Start with the long-term items, and work into the more specific ones.

1. Find your school calendar - you can usually find this online using a Google search with your school name or district and the word calendar. Now transfer all critical dates, like your first day, days off, early release days, and holiday breaks, into the weekly sheets in this planner. Consider marking them on the 4-month planner as well.
2. Now think about things at home and write them into this planner: holidays, travel dates, birthdays, family gatherings, chores, etc. Use the weekly sheets for most items and the 4-month planner for big items. Also, add things that happen every week to the quarterly schedule.
3. Next, find your class schedule (if you have it already) and enter it into the quarterly schedule. If you don't have it yet, add a reminder to do it on a weekly sheet when you think you will get it.
4. If you have a job, write your upcoming work shifts and paydays into the weekly sheets for the scheduled days. If you have a consistent schedule week-to-week, add this to the quarterly schedule.
5. Add your extracurricular activities to the weekly sheets and your quarterly schedule: practices, games, performances, dues payments, or permission form deadlines.
6. Now add your class work. You may have received a syllabus with essential assignments and due dates for each class; transfer those to the planner. If you don't have it yet, add a reminder to the weekly sheet when you think you will.



weekly sheets — start on the next page.

front side

back side

quarterly schedule



4-month planner