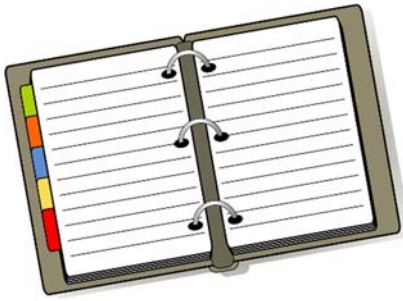


## \*\*\*How to Use a Planner\*\*\*

### 1. Plan ahead:

#### a. Have a weekly planning session

- At the beginning of each week (for example, on Sunday evenings or whenever works for you), take a few minutes to write down in your planner all of the upcoming week's assignments, appointments, events, or other activities related to school/work/family time.
- This is a good time to check Moodle and to review your class syllabi to make sure you've written down all of the due dates for the next week.



#### b. Have a regular, daily planning session

- Check your planner each morning to see what you need to get done on that day. By checking your planner regularly, you won't forget what needs to be done.
- Spend 5-10 minutes each evening on reviewing your tasks for the next day. This will help you to remember what needs to be done and can help to prevent missing appointments or forgetting assignments.



### 2. Use your strengths.

- #### a. If you are a visual learner who likes to Color Code, try using that technique in your planner. For example, maybe all of your reading assignments are blue, and maybe all of your writing assignments are red, and exams are green. Choose whatever colors or "rules" for coding that make sense to you. You could also use stickers, highlighters, or other visual cues to categorize the assignments you need to complete.

