

Implementation Guide: Administrators

Research shows that when students use a physical planner, they have more success at school. The successful implementation of a datebook and all its features involves the participation of students, teachers, administrators, staff, and adults/grown-ups. With the help of the entire school community, each student will have the tools they need to succeed and learn life-long skills of organization and time management.

YOUR GOALS:

1. Help institute planner usage and build morale throughout your entire school system.
2. Develop positive faculty and staff involvement in planner usage.
3. Provide an environment that contributes to higher scores by actively encouraging the use of planners.
4. Guide student successes by proactively teaching time management, organizational skills, and prioritization.

CHECKLIST:

- Pass out the Implementation Guides during sign up.
- Email links to the How to Use Your Planner video to teachers.
- Email the Implementation Guide to teachers before the first day of school. Continue to encourage the use of planners.
- Use open house presentations, school newsletters, PTO or council meetings, and progress conferences to promote the benefits of using a datebook.

3 REASONS PLANNERS WORK:

1. Time Management: Handwriting forces the brain to focus and leads to success.
2. Heightened Memory: Paper planners combat digital glitches and forgetfulness.
3. Fewer Distractions: Paper planners keep the focus on tasks at hand.

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FAQ

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1. *Some students refuse to use their planner. What can I do?*
 - a. Distribute Student Implementation Guides to students throughout the year.
 - b. Ensure your teachers are on board with the effectiveness of using a planner and are reminding their students how to best use their planner.
2. *How do I convince teachers to jump on board?*
 - a. Distribute the Implementation Guides to teachers.
 - b. Encourage teachers to show the How to Use Your Planner video to students.
 - c. Provide teachers with resources such as wall charts, reminders, or rewards to encourage participation.
3. *How do I encourage adult/grown-up participation?*
 - a. Planners should be viewed as a major avenue of communication between home and school. Ensure you distribute the Implementation Guide for Adults/Grown-Ups at student orientation and throughout the year as needed.

Video: How to Use Your Planner



Elementary



Middle/High

Handouts: Implementation Guides



Teachers



Students



Adults/Grown-Ups

**Learning to plan time wisely will help students succeed
not only in school but also in every future endeavor.**