

# Implementation Guide: Adults/Grown-Ups

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, your student will have the tools they need to succeed as well as learn life-long skills of organization and time management.

## YOUR GOALS:

1. Help your student learn life-long time-management skills by utilizing their planner daily.
2. Be proactive in planner usage by checking it daily and/or communicating with teachers through the datebook.
3. Encourage the use of datebook, homework completion, and studying as a means to improve test scores.
4. Create both long and short-term incentives with their student.
5. Use the datebook to stay up-to-date on school activities.
6. Help instill time management skills, organizational skills, and prioritization skills.

## CHECKLIST:

- Allow your student to be in control of their study environment.
- Set their individual study schedule, and control the use of their time.
- Use the communication areas to communicate with the school.
- Be a role model with regard to an environment conducive to study, maintaining an effective schedule, and using time efficiently.

## 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.

# Implementation Guide: Adults/Grown-Ups

## FAQ

### FAQ:

1. *My student doesn't want to use their datebook, how can I encourage them?*
  - a. Do not hesitate to reward the student for academic success.
  - b. Lead by example — show them ways that you keep organized and plan your day.
2. *How can I make time to help my student with their planner?*
  - a. Adjust your schedule so that you can participate in study sessions with your student. No time for study sessions? Do a quick check over their week every Sunday and see if there are areas for improvement.
  - b. Strive to be aware and support all of the opportunities and conflicts in the life of your student: assignment due dates, point values of assignments, test dates, and extra credit opportunities.
3. *How can I encourage their use without overstepping?*
  - a. Give your student guidance, but allow them space.
  - b. After they understand how to best organize their schoolwork and extra-curricular activities, only check in periodically.

### Video: How to Use Your Planner



Elementary



Middle/High

Note: Using a planner to organize and manage time will help lead to a more successful and less stressful school year.

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