

# Implementation Guide: Students

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

## YOUR GOALS:

1. Use your datebook daily and incorporate it into your planning process.
2. Refer to your datebook when planning for major projects or assignments.
3. Coordinate your personal calendar with your datebook. Include commitments and meetings from your personal and social life.
4. Carry your datebook with you throughout the school day so you are prepared to add important information as needed.
5. Proactively learn time management, organizational skills, and prioritization.

## CHECKLIST:

- Record any daily goals whether they're school-related or personal commitments.
- Set small goals for yourself and document them in your datebook.
- Break any larger goals or projects into manageable steps and write them in your datebook.
- Experience the joy of crossing off completed tasks.
- Build in rewards for yourself when you meet a goal within a designated time.

## 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

### FAQ:

- I keep making mistakes in my planner, what can I do?*
  - Mistakes happen – that’s how we learn! Write in pencil that way you can erase and make adjustments when you need to.
- I feel like this is a big waste of time. Is this really valuable?*
  - Yes! Using your datebook will help you learn time-management skills that will pay off big time in the future. Dedicate a little extra time in the beginning to work out a system, and you’ll have the hang of it in no time.
- This is really overwhelming. How can I make this less stressful?*
  - Divide major assignments into small, manageable parts.
  - Designate time to complete homework and work on long-term assignments.
  - Consider color-coding to differentiate areas of responsibility. This is your planner! Personalize it so it meets your organizational needs. While it is a helpful tool, you can still make it fun and personal.
  - Ask your teacher or adult/grown-up for help!

### 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.**