

# Implementation Guide: Teachers

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 classroom.
2. Develop positive student and adult/grown-up involvement through 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.
5. Promote time management autonomy in students to help alleviate common daily stressors.

## CHECKLIST:

- Pass out the Implementation Guides for Students and Adults/Grown-Ups on the first day of class.
- Have your students watch the How to Use Your Planner video.
- Lay out your expectations for datebook use. Encourage students to prioritize daily, weekly, and monthly tasks and goals.
- Use your creativity to make the program uniquely yours. For example, use the vocabulary words listed in the datebook as extra credit words on a spelling test.

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

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## TIPS

### IMPLEMENTATION TIPS:

1. Require students to copy assignments, due dates, and important class information at the beginning or the end of the class period.
2. Write homework on the board then ask students to get out their planners and write it down.
3. Show students how to write down after-school activities. Get them thinking about when they might do their homework.
4. Provide timelines for lengthy assignments and/or help students break assignments into manageable units of work. Direct students to write future due dates in their datebooks.
5. Create a “count-down” procedure for major events in an attempt to help students avoid procrastination.
6. Discuss effective study tips in conjunction with use of datebooks. Also, discuss effective test-taking tips in conjunction with time efficiency.
7. Refer to reference pages throughout lessons.
8. Clarify how prioritizing tasks can contribute to effective study, and stress that effective time management can improve life. Provide specific examples applicable to your students’ lives.

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## TIPS

### IMPLEMENTATION TIPS:

1. At the end of the day, stamp the students' planners or give out stickers for the daily page, reaffirming the student did what they needed to do.
2. For younger students, use the planner to write notes to the adult/grown-up. Have adults/grown-ups sign the planner when the student has completed their homework. Check this each morning.
3. For older students, teachers can give their own stamps when needed. Be creative! If you're a music teacher, a music note would be a great choice.
4. Utilize hall passes.
5. Prioritize and celebrate homework/assignment completion so kids don't get behind.
6. Explain to students the significance of writing down important information.

### 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.

*Note: Encouraging your students to use their planner to organize and manage time will help lead to a more successful and less stressful school year for you and your students.*

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## FAQ

### FAQ:

- I don't have time to dedicate to this initiative, what can I do?*
  - It might be easier for you to dedicate an entire lesson plan to the datebooks, organization, and time management. Or break it up into smaller tidbits. Whichever works best with your schedule.
  - Work in using the planner into already established lessons.
  - Utilize resources such as wall charts, reminders, or rewards to encourage participation.
- How do I encourage all students to participate?*
  - Distribute the Implementation Guides to students throughout the year.
  - Show the How to Use Your Planner video to students.
- How can I encourage adult/grown-up involvement?*
  - Distribute the Implementation Guide for Adults/Grown-Ups at sign up and throughout the year.
  - Discuss planner usage during progress conferences.

### Video: How to Use Your Planner



Elementary



Middle/High

### Handouts: Implementation Guides



Teachers



Students



Adults/Grown-Ups