

Life Skills for Young Women of the Future

How to Use a School
Planner

Things to Include in a Planner:

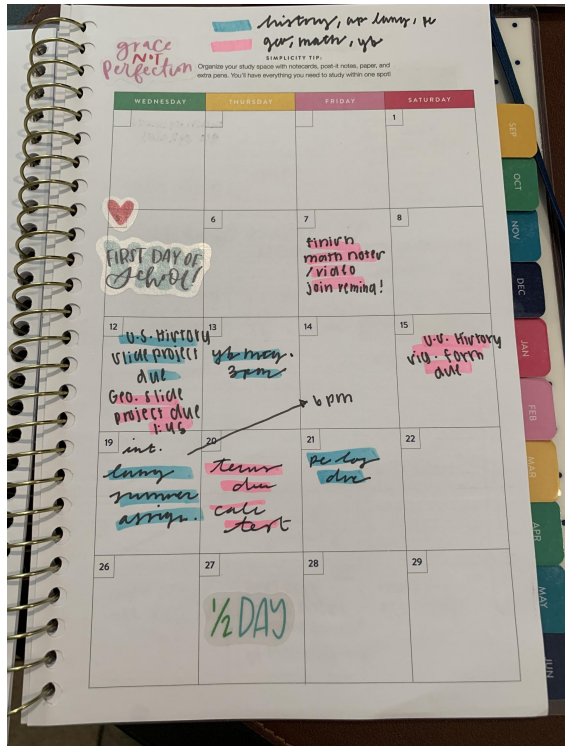
1. Important dates and events
2. Assignments, and when they are due (pay attention to the due dates)
3. Priority level of tasks (I color-code these)
4. Student information (ex. Logins and passwords that you want to remember) I only include school only logins not personal
5. Weekly goals, and what tasks will you accomplish each day to get there
6. Make it your own! Add color, stickers, and designs.

Your Planner is Your Own

It does not have to be a physical planner. If you work better using online planners and/or calendars, this is okay.

Remember that it has to work for you, and it is supposed to make things easier not harder.

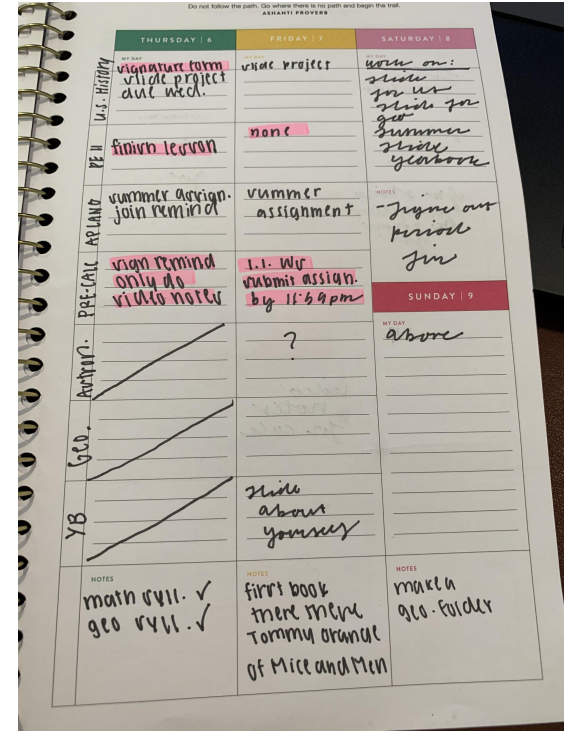
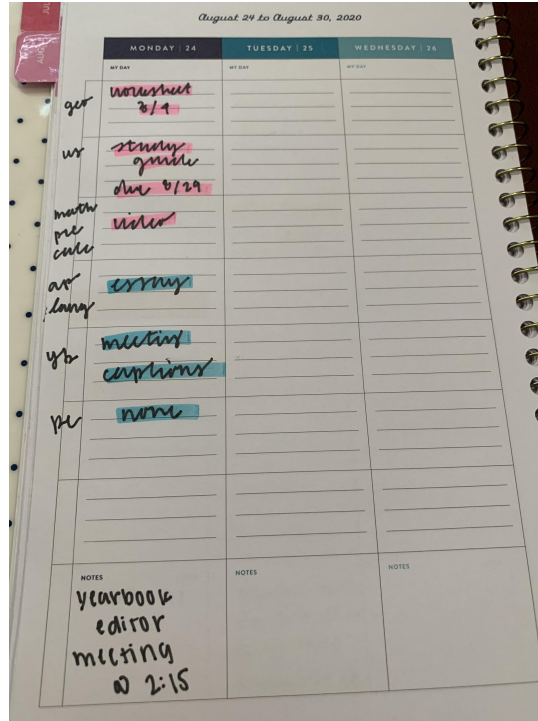
Examples of My Planner:



My planner is colored coded in two sections. Blue is periods 1-3, and Pink is periods 4-7. Since I am on distance learning schedule, my planner this year is divided differently as I do not have all classes everyday. Add important assignments and tests in the calendar overview, and highlight when you are complete.

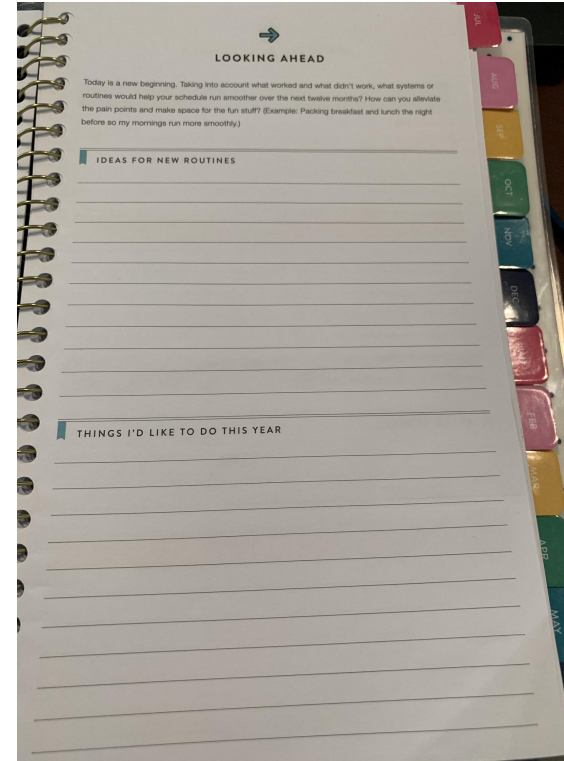
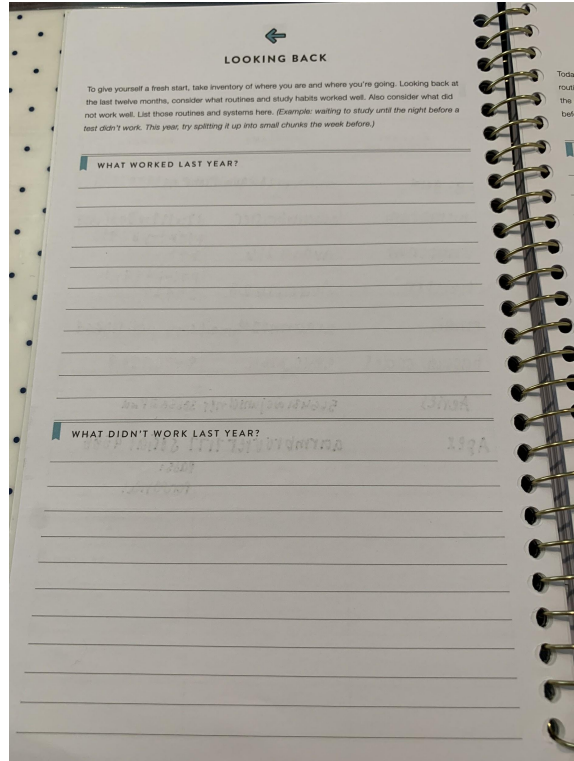
Weekly Overviews

Every week is different, so your planner should fit to your schedule! Add the class on the left hand side, and divide space for each of your classes.



Be sure to add your goals!

My planner is still a work in progress, as I am still considering the goals I have for this year. When you have figured them out, write them down!



Ways to Color Code:

Here are some ideas that I use:

Divide them up: Use a color for a specific class

High/middle/low priority: Highlight red for high priority tasks, yellow for middle priority, and green for low priority.

Keep it personal, and make it
your own!
Happy Planning!