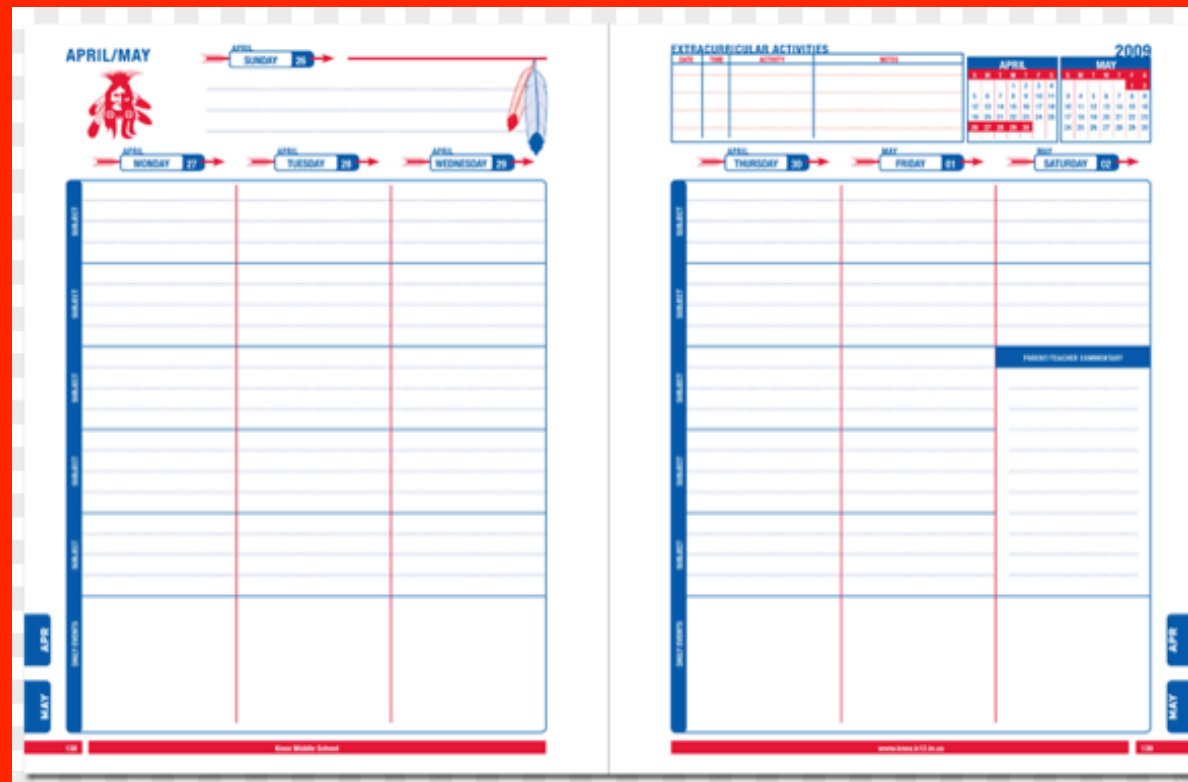


Tips and Tricks For Planner Writing



#1 Tip

**Bring
it
EVERY
day!**



“Your planner is your friend.”

- Name your planner:
 - “Stuff I need to do” or “To Do”
 - “Homework” or “Homework List” or “Assignments”
 - “Deal with me.”
 - “Mr. (or Ms.) Planner”
 - “My secretary”
 - “Brain Enhancement”
 - “Key to Success” or “Key to the Big Bucks”
 - “The Necessary Evil”



“Your planner is your friend.”

Decorate your planner.



Give it a place to live
in your backpack.

Work to make it a habit

- Establish a routine

Motivation gets
you started.
HABIT
keeps you going.

- Jim Rohn



Take planner out when you take out
your other materials for that class



Use a binder clip or sticky note

- This will make it easier to open to the correct page.



Keep a pencil in the binding

- Note: It might make it a little harder to turn the pages.



Use “none” as necessary

- Alternates are fine, too (happy face)

A photograph of the word "NONE" written in capital letters on a white background. Each letter is drawn with a thick, hand-drawn line in a different color: 'N' is blue, 'O' is yellow, 'N' is red, and 'E' is green. The letters are slightly irregular and have a soft, hand-drawn appearance.

Have a done/not done indicator

- Box
- Line
- Check
- Happy face



Write repeat assignments in advance

Mon	Tue	Wed	Thu	Fri
27 9 World History 10 Health & Dynamic Hur +2 more	28 10 Voice Lessons 12p Introduction to Literat 2p Listening to Life: West	29 9 World History 10 Health & Dynamic Hur 1p Biology Today	Mar 1 12p Introduction to Literat 1p Biology Today 2p Listening to Life: West	2 10 Health & Dynamic Hur 12p Introduction to Literat 1p Biology Today
5 9 World History 10 Health & Dynamic Hur +2 more	6 10 Voice Lessons 12p Introduction to Literat 2p Listening to Life: West	7 9 World History 10 Health & Dynamic Hur 1p Biology Today	8 12p Introduction to Literat 1p Biology Today 2p Listening to Life: West	9 10 Health & Dynamic Hur 12p Introduction to Literat 1p Biology Today
12 9 World History 10 Health & Dynamic Hur +2 more	13 10 Voice Lessons 12p Introduction to Literat 2p Listening to Life: West	14 9 World History 10 Health & Dynamic Hur 1p Biology Today	15 12p Introduction to Literat 1p Biology Today	16 10 Health & Dynamic Hur 12p Introduction to Literat 1p Biology Today
19 9 World History 10 Health & Dynamic Hur +2 more	20 10 Voice Lessons 12p Introduction to Literat	21 9 World History 10 Health & Dynamic Hur 1p Biology Today	22 12p Introduction to Literat 1p Biology Today	23 10 Health & Dynamic Hur 12p Introduction to Literat 1p Biology Today

Don't forget miscellaneous items

- “Ask Mom to get .7 lead”
- “Put PE clothes in backpack”
- “Get permission slip signed”
- “Return library book”



Write down other commitments

- “Karate lesson”
- “Out to dinner”
- “Soccer practice”
- “Grandma’s birthday”



Credits

- <http://www.7blo.com/images/misc/KNOMID.html>
- <http://socialmetricspro.com/social-media/7-highly-effective-social-media-marketing-habits/2123/>
- <http://themothhood.com/blog/the-power-of-habit-a-conversation-with-charles-duhigg/>
- <http://www.hcpl.net/taxonomy/term/2728?device=mobile>
- <http://www.portdesigns.com/products//products/houston-backpack-15-6-5114.html>
- <http://www.canstockphoto.com/beautiful-student-hugging-a-notebook-0432514.html>
- http://www.fccps.org/lasso/index.php?option=com_content&view=article&id=293:do-class-sizes-matter&catid=35:latest&Itemid=56
- <http://designboner.blogspot.com/2008/01/stylishbinder-clips.html>
- <http://www.toddertoddler.com/todaysstickybodygame.htm>

Credits, continued

- <http://www.pdpics.com/photo/653-spiral-binding-notebook-pencil/> (slide 5)
- <http://www.basementsociety.se/clinics/mark-olson-black-earth-jessica.html> (slide 6)
- <http://www.sodahead.com/fun/who-do-u-like-more-ur-mom-or-dad/question-1180279/?link=ibaf&q=&esrc=s> (slide 7)
- <http://www.collegefashion.net/college-life/how-to-keep-a-schedule/> (slide 8)
- http://webstores.activenetwork.com/school-software/university-city-high/index.php?l=product_detail&p=326#.UjawJ-gU7-k (slide 9)

Credits, continued

- <http://www.utrechtart.com/Pentel--7mm-Super-Hi-Polymer-Mechanical-Pencil-Lead-Refill-12-pack--3-Grades-MP-20603-004-i1011416.utrecht> (slide 9)
- <http://www.fotosearch.com/IMZ213/sto0006/> (slide 10)
- <http://the-soccer-essentials.com/2012/02/soccer-practice-tips/> (slide 10)
- <http://klasen.us/gallery/year-2008/grandmas-90th-birthday/> (slide 10)
- <http://www.canstockphoto.com/beautiful-student-hugging-a-notebook-0432514.html>