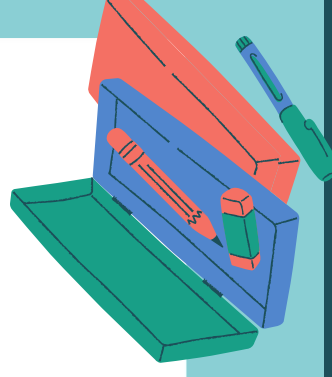
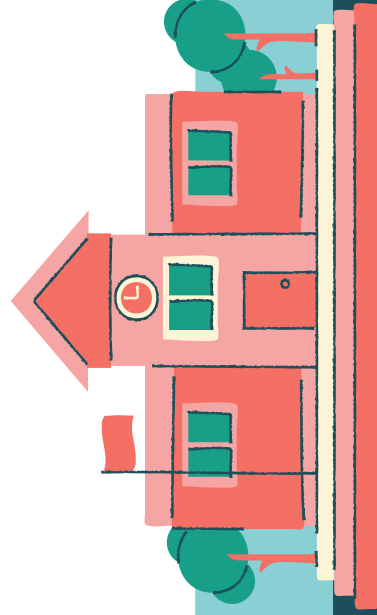
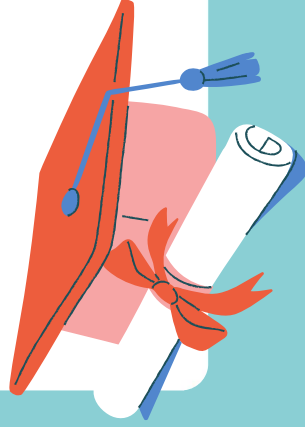
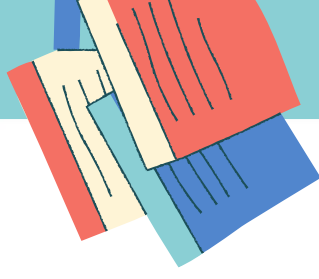
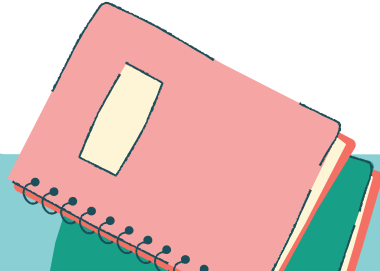
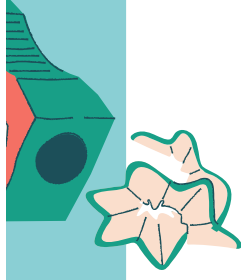


Power Standard 1: Planners

Week 4





Welcome to class!

Today's Agenda

- Purpose of keeping a planner
- Criteria/layout for planner
- Examples
- How-To when making your own planner

Purpose

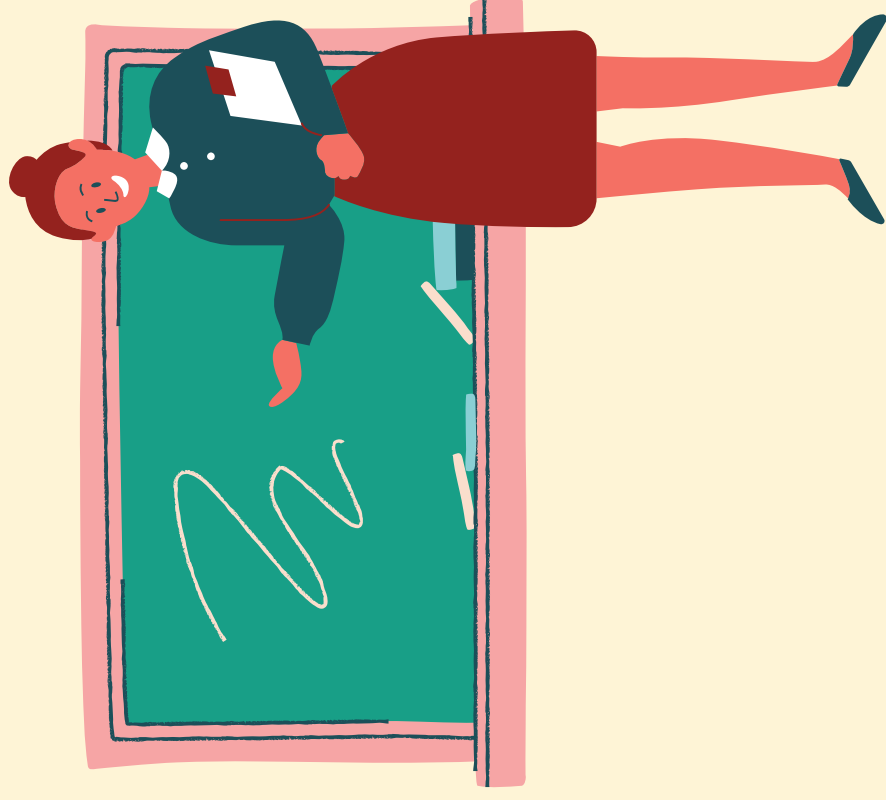
Keeping a planner helps you stay organized and will add to your potential for success. Once an item is written down, it becomes a measured goal with a time constraint - remember the SMART goals we reviewed earlier. Keeping your goals and to-do's in a planner will help you achieve success in academics, as well as in life.



Criteria

Your planner must include...

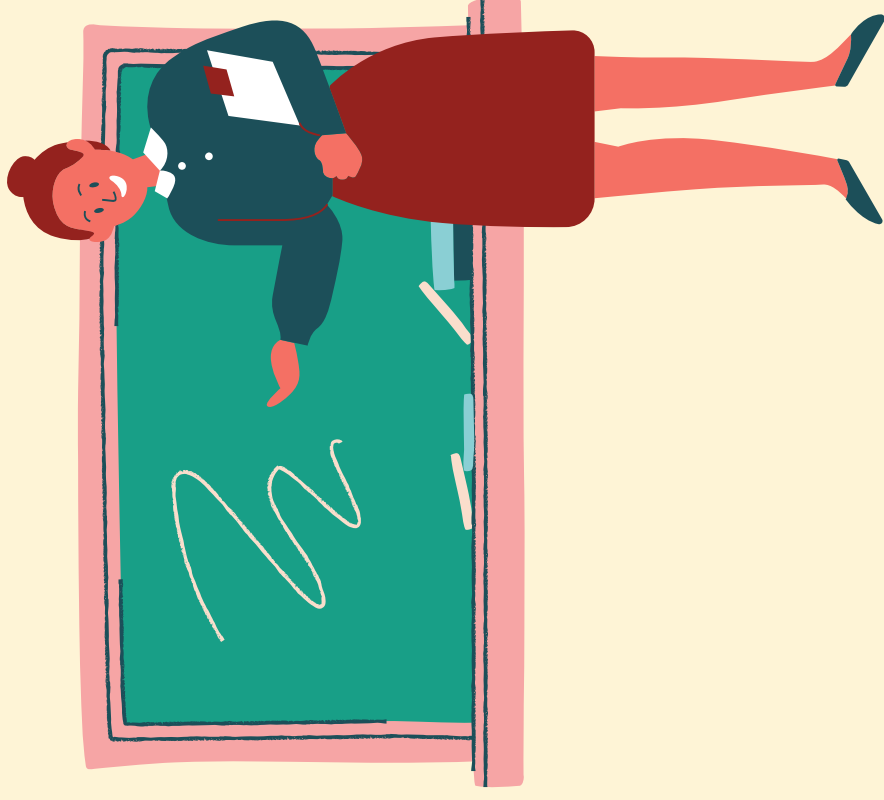
- Assignment due dates
- At least one personal goal per week
- Dates of any events/activities you plan to attend



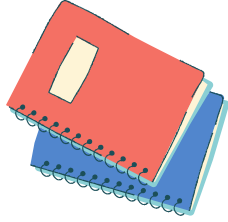
Format

Calendar

Your planner needs to be in calendar format, meaning it must list the days of each week with their associated date. It should also accommodate several weeks so you can plan ahead.

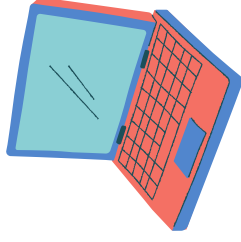


Look at the Examples



Example 1

A physical paper planner is a great option for those who like to write things down.



Example 2

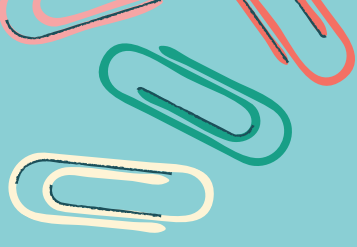
A digital planner is good for those who like to keep everything organized electronically.

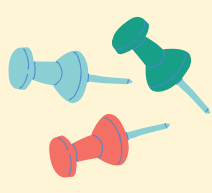


Example 3

There are other creative options, such as using a white board.

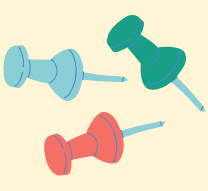
Let's look at some
great examples made
by your classmates...





Paper Planner

- Organized
- Clean handwriting
- Creative
- Customized
- Days & dates listed



Paper Planner

- Assignment due dates
- Personal goals
- One event listed
- It is aparent that this student takes pride in their work.

Digital Calendar

- Organized
- Assignment due dates
- A/B Days listed
- Study schedule
- Personal goals / Exercise schedule

< > September 2020 Week ▾

🔍 ? ⚙️

SUN	MON	TUE	WED	THU	FRI	SAT
13	14	15	16	17	18	19
		↓ B day, 8am	↓ A day, 8am	↓ B day, 8am	↓ B day, 8am	
		work on time management 12 - 1pm	work on time management 12 - 1pm	work on project if not finished 12 - 1pm	✓ finish assignments	
		college classes 3 - 4pm		College classes 3 - 4pm	study for college class 3 - 4pm	study 4 - 6pm
		↓ finish assignments	band exercise for P.E. class ✓ work on time management	✓ finish work from today	Try to attend band exercise ✓ fill out how much I eat ✓ Finish assignments	
		✓ work on time management	✓ study for algebra 2			
		exercise 7pm	exercise 7pm	exercise 7pm	exercise 7pm	exercise 7pm



15 Calendar

Today

< > September 2020

Week



Create

September 2020

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



Search for people

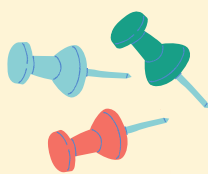
My calendars

- ☒ Darren
- ☒ Birthdays
- ☒ Reminders
- ☒ Tasks

Other calendars

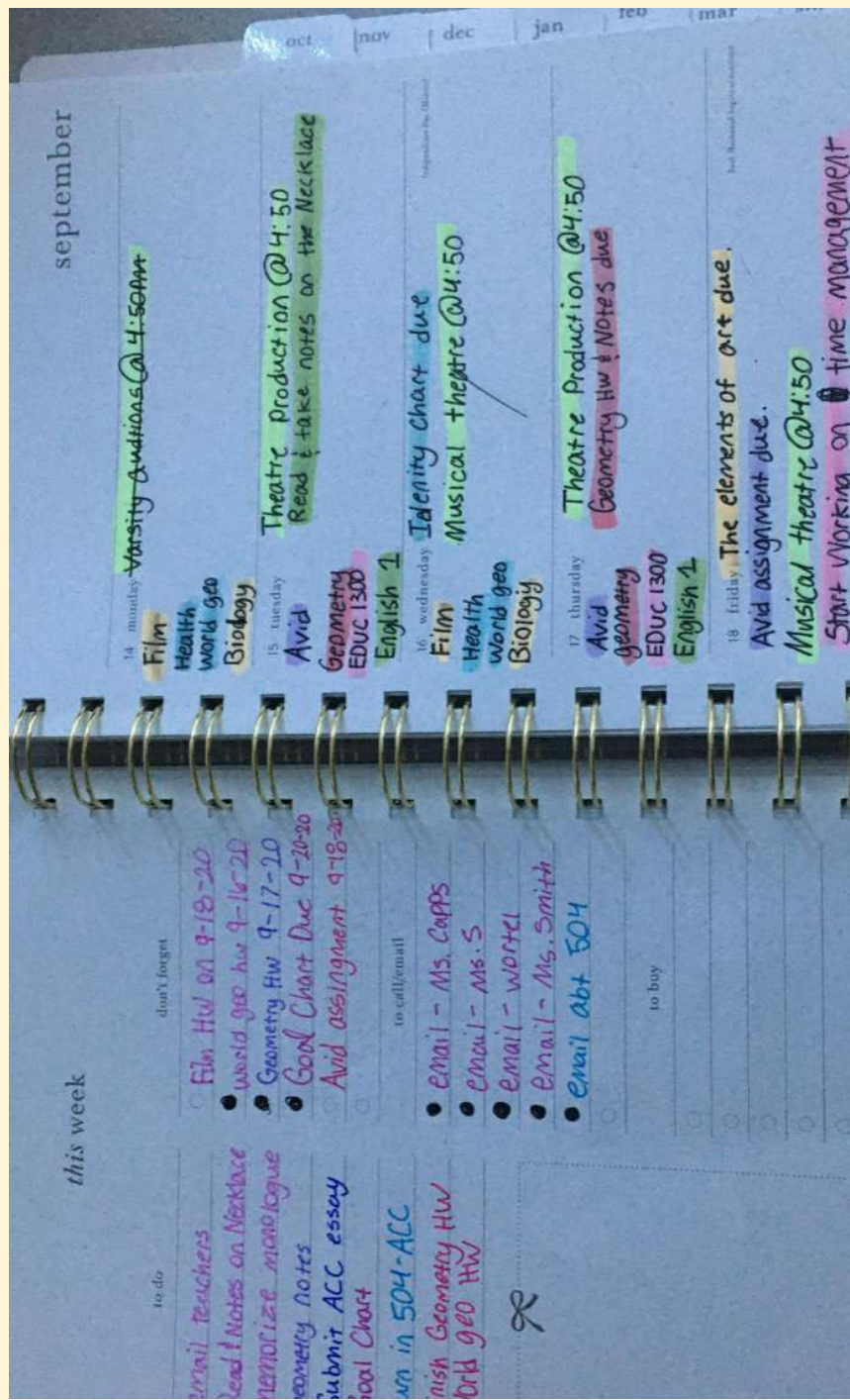
- ☒ Holidays in United States

GMT-05	SUN	MON	TUE	WED	THU	FRI	SAT
	13	14	15	16	17	18	19
8 AM			↓ B day, 8am	↓ A day, 8am	↓ B day, 8am	↓ B day, 8am	
9 AM							
10 AM							
11 AM							
12 PM			work on time manager 12 - 1pm	work on time manager 12 - 1pm	work on project if not f 12 - 1pm	✓ finish assignments	
1 PM							
2 PM							
3 PM			college classes 3 - 4pm		College classes 3 - 4pm	study for college class 3 - 4pm	
4 PM			↓ finish assignments	band exercise for P.E. c ✓ work on time manager	✓ finish work from tod	Try to attend band exe ✓ fill out how much I e ✓ Finish assignments	study 4 - 6pm
5 PM			✓ work on time mana	✓ study for algebra 2			
6 PM							
7 PM			exercise, 7pm	exercise, 7pm	exercise, 7pm	exercise, 7pm	exercise, 7pm



Paper Planner

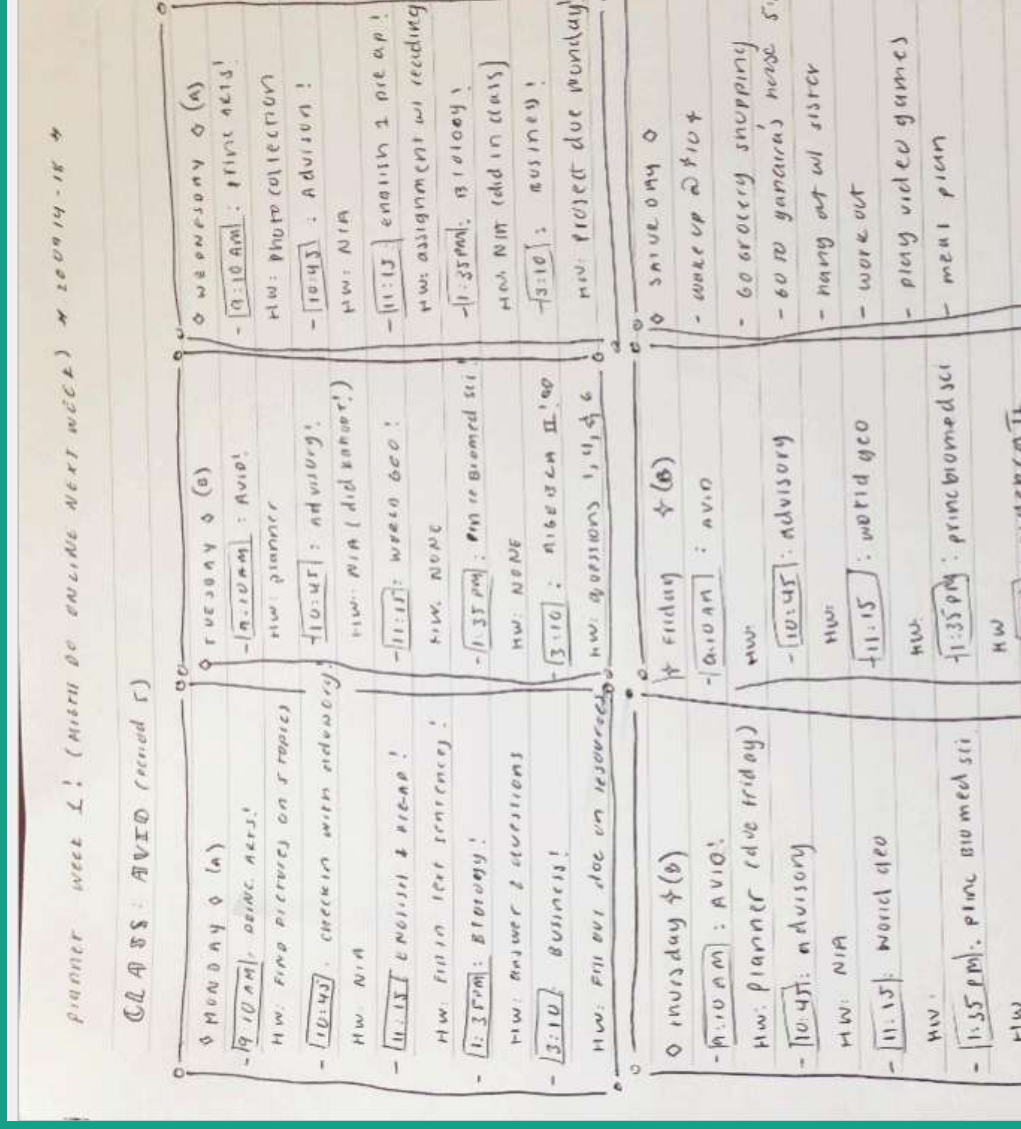
- Organized
- Color-coded
- Assignment due dates
- Room to plan for multiple weeks / months
- Tabs for each month
- Clean handwriting
- Creative

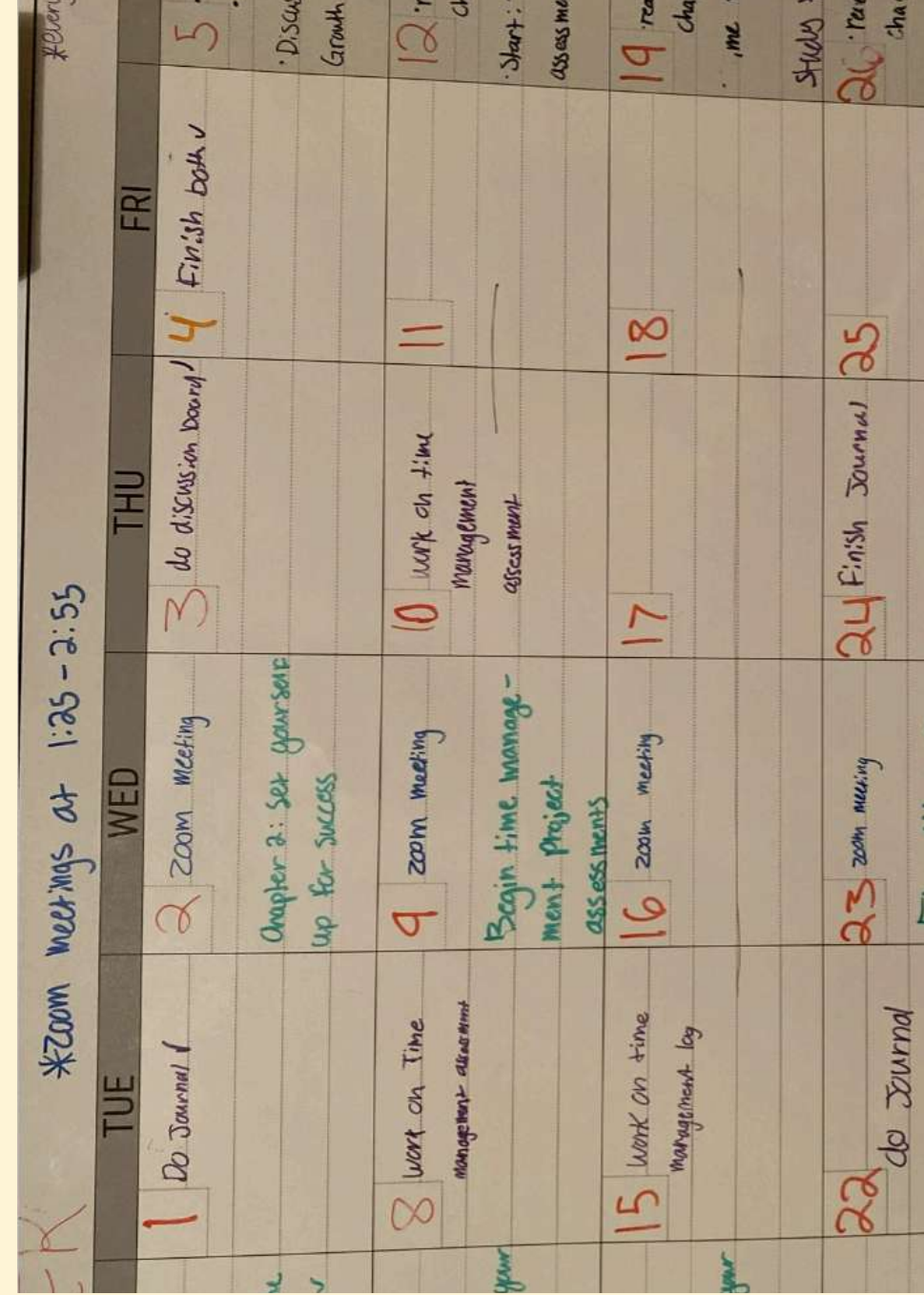




Paper Planner

- Time slots for assignments
- Assignment due dates
- Organized
- Personal goals (Hang out with sister, work out, etc)
- Clean handwriting
- Customized





- Calendar format w/entire month to plan (looking ahead)
- Clean handwriting
- Assignment due dates
- Personal goals / excellent goal setting
- Study schedule

- Calendar format w/entire month to plan (looking ahead)
- Clean handwriting
- Assignment due dates
- Personal goals / excellent goal setting
- Study schedule

CALENDAR

*Zoom meetings at 1:25 - 2:55

*Everything is due Sat

MON	TUE	WED	THU	FRI	SAT
31 zoom meeting ✓ Chapter 1: manage the transition to college ✓	1 Do Journal ✓	2 zoom meeting Chapter 2: Set yourself up for success	3 do discussion board ✓	4 Finish both ✓	5 • Orientation quiz ✓ • Journal 1 ✓ • Discussion board #2 ✓ Growth mindset ✓
7 zoom meeting Chapter 3: Discover your values and goals	8 Work on Time management assignment	9 zoom meeting Begin Time Management - Project assessments	10 Work on time management assessment	11	12 • read chapter 3 / Chapter Lessons • Start: Time management assessment
14 zoom meeting Chapter 4: manage your time	15 Work on time management log	16 zoom meeting	17	18	19 • read chapter 4 / Chapter Lessons • Time management log
21 zoom meeting	22 do Journal	23 zoom meeting	24 Finish Journal	25	26 Study for Exam • Read chapter 5 / Chapter lessons

values and goals	15	work on time management log	16	zoom meeting	17	18	19	read chapter 4/ chapter lessons me management
chapter 4: manage your me								study for Exam
1	22	do Journal	23	zoom meeting	24	25	26	read chapter 5/ chapter lessons Journal #2 Exam #1 - units 1 and 2
chapter 5: getting and staying organized			Exam #1 units 1 & 2					
28	29	work time Management Paper	30	zoom meeting Self change Contract review				
chapter 6: theories of learning								
NOTES:								

How to make your planner

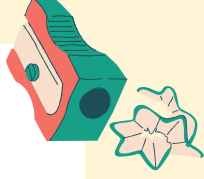
step 1

Choose what you'll use (paper planner, digital calendar, whiteboard, etc).



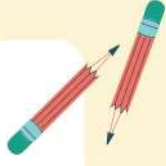
Step 2

If not already provided, label the days and dates.



Step 3

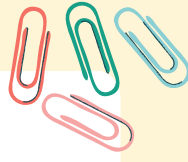
Decide if you will color-code or use any other organization techniques.



How to make *your planner*

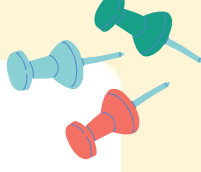
Step 4

Label assignment due dates and study times.



Step 5

Write in personal goals (self care, relationships, etc.) and events you plan to attend.



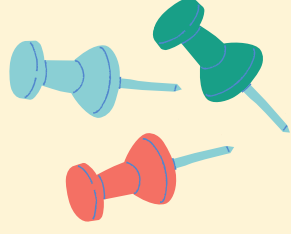
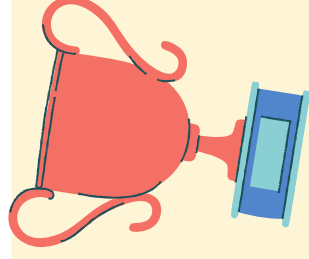
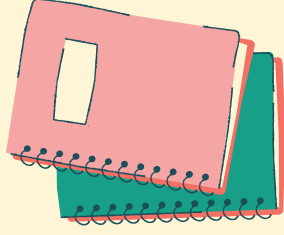
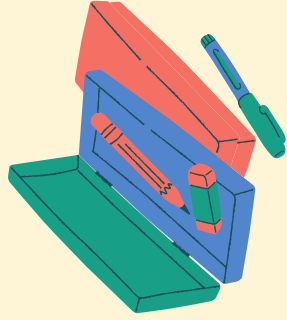
Step 6

Cross off your accomplishments as you go. Prioritize - get to the most important and time-sensitive things first.



You're on your way!

While there is specific criteria for your planners, I really want you to make yours your own - customize it! Setting up your schedule can be fun and hopeful; it is stressful to be disorganized. Keeping a planner will streamline your time and help you get to things on schedule. A few minutes of careful planning will save you hours in the long run.



Thank you for joining me today.

I feel passionate about the power of organization and hope that this lesson will help you reach higher levels of success in your endeavors.





-
- A collection of drawing materials including pens, pencils, and a sketch of a person. The sketch shows a person's head and shoulders, with the word "EYES" written above it. The materials are arranged on a wooden surface.

