PERSONAL PLANNER: What's the point?
Monthly, Weekly, Daily

Overview:

At the beginning of every week (ideally Sunday), look at your week and figure out what is due for that week (readings, short responses, quizzes). This task will require you to look at the week ahead in all your syllabi (depending on your instructor, this info may be found under Calendar in Canvas as well). Record what you need to do on a "weekly list." You also may need to look at the Semester calendar – take note if something "big" is upcoming – larger papers, exams, presentations.

Once you know what is due, you can map out your intentions for each day, listing what you need to accomplish.

After class and throughout the week, keep a daily accounting of the details of the days since the specific requirements will unfold as the week moves on. The more you plan each day, the better off you'll be.

Every Monday when you get to class, I will collect your planners while you free write and see how this is going.

Directions:

Step 1: Go through syllabi and record due dates for the week.

Step 2: Looking at those due dates, back track and map out your daily homework in order to complete the assignments on time.

Step 3: Next, look at your high stakes calendar. Is there anything you need to begin? Enter that into the week's planning

Step 4: Throughout the week, keep a daily accounting of what you accomplished and what you need to add to your daily goals.