

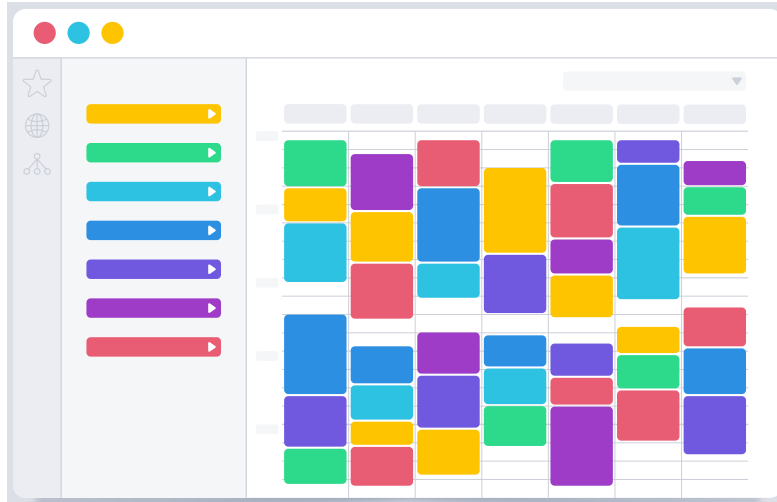


## 1.6.2 Lesson Extension

## HANDOUT 1.6.2

### Keeping a Planner

Keeping a reliable planner or calendar is essential to school success and stress management. Use the “Plan-O-Rama” checklist below to help organize your planner system. You can use a hardcopy planner or an online calendar system.



### Plan-O-Rama

Check off each one as you complete it...

<input type="checkbox"/>	5 pts	▪ Add your name and contact info to the inside cover (front & back).*
<input type="checkbox"/>	10 pts	▪ Fill in your class schedule on inside back cover.*
<input type="checkbox"/>	10 pts	▪ Use the school year calendar to label the monthly view. If your school uses a modified/rotating schedule (e.g., A/B blocks, advisory or late start), then fill in these in the monthly view.
<input type="checkbox"/>	5 pts	▪ Label all school holidays on monthly view.
<input type="checkbox"/>	10 pts	▪ Enter at least 10 important class dates (tests and projects) from your syllabi on monthly and daily view.
<input type="checkbox"/>	10 pts	▪ Write down the name and contact info of someone in each of your classes you can contact with questions.
<input type="checkbox"/>	10 pts	▪ Write down each of your teacher’s email addresses.
<input type="checkbox"/>	10 pts	▪ Make a “to do” list of 10 items or more.
<input type="checkbox"/>	10 pts	▪ Classify “to do” items into: <ul style="list-style-type: none"> <li>▪ A= Important and urgent</li> <li>▪ B= Important but not urgent</li> <li>▪ C= Low priority tasks</li> </ul>
<input type="checkbox"/>	10 pts	▪ Transfer all monthly information for the next two months to the daily pages.
<input type="checkbox"/>	10 pts	▪ Write at least one inspiring quote on this month’s monthly view.
<input type="checkbox"/>	100 pts	= <b>Set up for Organizational Success(!)</b>

\* Modify directions if using an online calendar instead of a hardcopy calendar.