



Planners

WHAT to RECORD

- **Appointments**
- **Homework**
- **Events**
- **Deadlines**
- **Holidays**
- **Due Dates**
- **Exam Dates**
- **Study Groups**
- **Reviews**
- **Office Hours**
- **Task List**
- **Shopping List**

WHEN TO LOOK

- **Morning**
- **During Breaks**
- **Before doing homework**
- **At night to plan for next day**
- **Weeks ahead to plan for upcoming exams and papers**

TIPS

- **Use a large planner, 8 ½ x 11**
- **Paste pieces of syllabus in calendar squares**
- **Use abbreviations**
- **Highlight Important Items**
- **Color-Code**
- **Cross off items as you complete them**

VISIBLE REMINDERS

- **Hang a big whiteboard or Calendar on your wall**
- **Use sticky notes (multiple colors)**
- **Leave yourself notes in obvious places:**
 - **Bathroom mirror**
 - **Front door**
 - **Computer screen**