

High School Transition Lesson #1: Developing & Using a Planner

How Can I Use My Laptop as a Planner?

Here are some ways to use your *New* Macbook Air as a planner:

- iCal
- Stickies
- Google Calendar
- Make a Google Doc
- Edmodo
- What are some other tools that could be used?
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If I Don't Want to Keep an Electronic Planner, What are some other options?

- Use a Notebook
- Buy a planner
- Print a planner
 - Homework Checklist
 - Weekly Organizer
 - Daily Planner
- Make a homework folder
- What are some other tools that could be used?
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9 Great Reasons to Use a Student Planner

1. **A planner is portable.** You can carry yours to and from school in your backpack.
2. **A planner never forgets.** Unlike the human head, it has no holes in it, so things can't fall out.
3. **A planner prevents scheduling problems.** Did a friend invite you to go skating two Saturdays from now? Check your planner before saying yes. Uh-oh, that's the day of the track meet!
4. **A planner keeps all of your important information in one place.** No more paper scraps, sticky notes, or inky, smeared reminders written on your hand.
5. **A planner reminds you of what you need to do and when.** You will no longer need parents, teachers, or other adults in your life. (Just kidding.)
6. **A planner helps you keep track of important projects.** Write down everything you need to do, and you're less likely to forget a task or a due date.
7. **A planner helps you reach your goals.** Break down a big goal into smaller steps, write each step in your planner, finish one step at a time, and before you know it, you're there.
8. **A planner can be whatever you want it to be.** Yours might be a simple list of homework assignments, school projects, and activities. Or it might include your address book, lists of books you want to read and movies you want to see, your daily journal, notes about ideas you have, your hopes and dreams.... What else? It's up to you.
9. **A planner frees up valuable space in your brain.** When you write down many things you need to remember, you don't actually need to remember them. You just need to remember **one** thing: to look in your planner.

Planner Tips & Tricks

- If you're extra busy with homework and activities, use a **daily planner**. If you're not so busy, use a **weekly planner**.
- When you first get your planner, spend time checking it out. Decide how you'll use it. Where will you write long-term assignments? After-school activities? How will you keep track of your goals so you're sure to reach them? **Personalize** your planner. Make it your own.
- Write in your planner in **pencil**, not ink. That way, when things change, you can erase them instead of crossing them out.

- Mark really important events and due dates with a **highlighter** or **stick-on stars**.



- Use **highlighters** or **colored pencils** for different subjects or types of activities.
- Remember that all work and no play makes life dull, dull, dull...zzzzzzzzzz. Be sure to **leave room for fun times**, relaxing times, and special times with friends and family. Write those in your planner, too.
- Check your planner **first thing every morning**. You'll know what the day will bring.
- Check your planner **last thing every night**. You'll go to sleep feeling ready for tomorrow.

Download Paper Planners Here:

[Homework Checklist](#)
[Weekly Organizer](#)
[Daily Planner](#)
[Weekly Planner 2](#)