



# HOW TO PLAN

An hour of planning can save you 10 hours of doing. -Dale Carnegie

# You *NEED* a planner

- You will *NOT* be able to successfully navigate college without one.
- Your brain simply cannot hold all that information.



# Digital or paper?

- Doesn't matter as long as you use it.

Pros of Digital	Cons of Digital	Pros of Paper	Cons of Paper
It's always in your pocket	Accidentally deleting something important	The physical act of writing helps you remember better	You have to remember to bring it with you
You can add alarms, reminders, invites	Battery dying = no access to calendar	It's bigger than your phone screen	Difficult to share or move to another system
You can't run out of space to write	So many options, which app to use?	Minimal learning curve, no special technology needed	Recurring events have to be entered by hand
Don't have to buy a new planner every year			

# What to add to your planner

- Class times, appointments, and other scheduled events
- Due dates and deadlines; homework, projects, exams, rent, medication refills, etc.
- Time for exercise and hobbies
- Task lists- things that need to be done but don't have a specific time attached

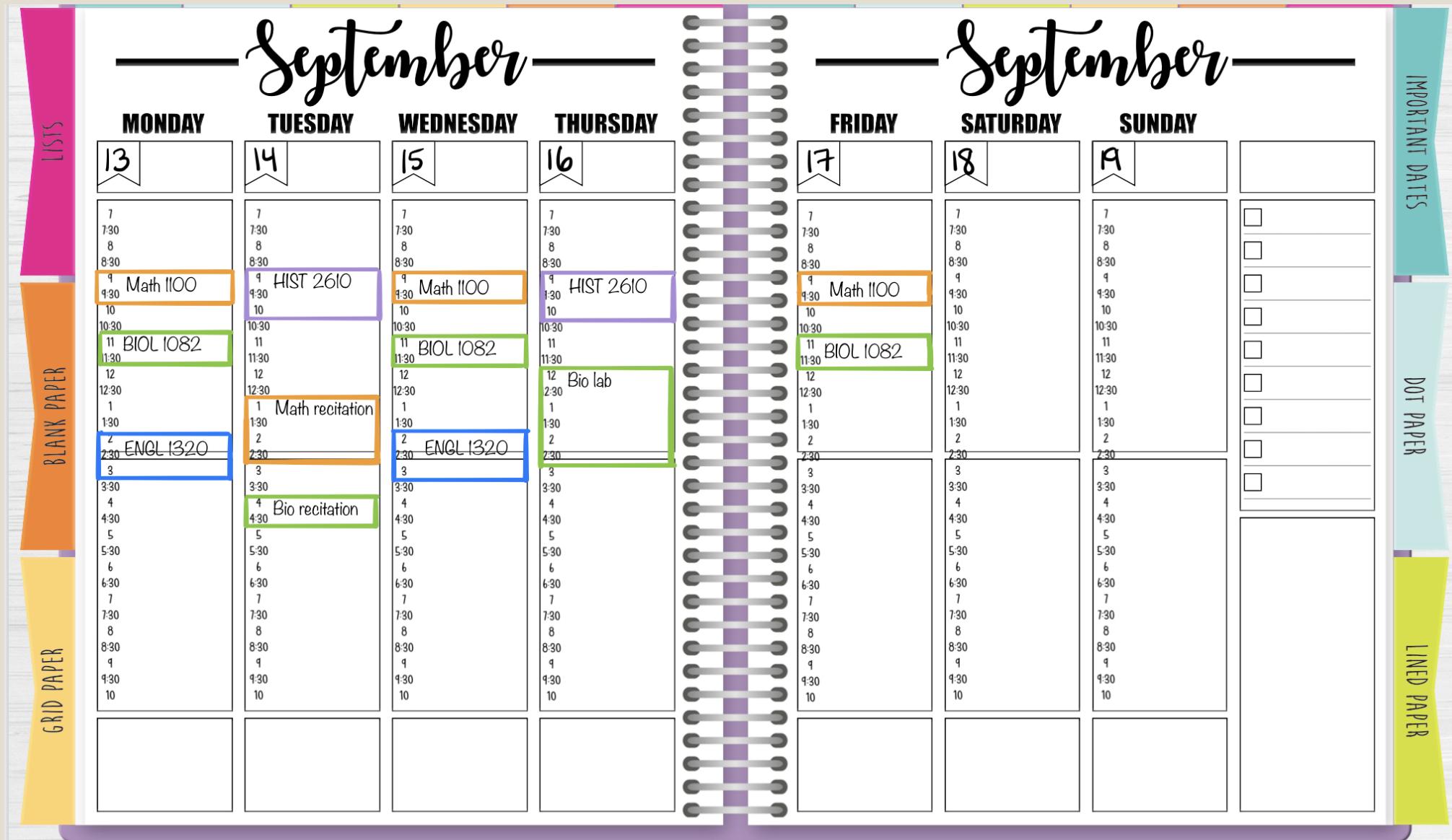
# Use color in your planner

- For a paper planner, use colored pens. For a digital planner, you can change the color of events in most calendar/planning apps.
- Assign each of your classes a color and use that color to add events or to do's for that class
- Write very important things in red or highlight in yellow so they're hard to miss

Add class times

<i>September</i>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
13	14	15	16	17	18	19
1 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 BIOL 1082 11:30 12 12:30 1 1:30 2 2:30 ENGL 1320	1 7:30 8 8:30 9 HIST 2610 9:30 10 10:30 11 11:30 12 12:30 1 1:30 2 2:30 ENGL 1320	1 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 BIOL 1082 11:30 12 12:30 1 1:30 2 2:30	1 7:30 8 8:30 9 HIST 2610 9:30 10 10:30 11 11:30 12 12:30 1 1:30 2 2:30	1 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 BIOL 1082 11:30 12 12:30 1 1:30 2 2:30	1 7:30 8 8:30 9 9:30 10 10:30 11 11:30 12 12:30 1 1:30 2 2:30	1 7:30 8 8:30 9 9:30 10 10:30 11 11:30 12 12:30 1 1:30 2 2:30
3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10

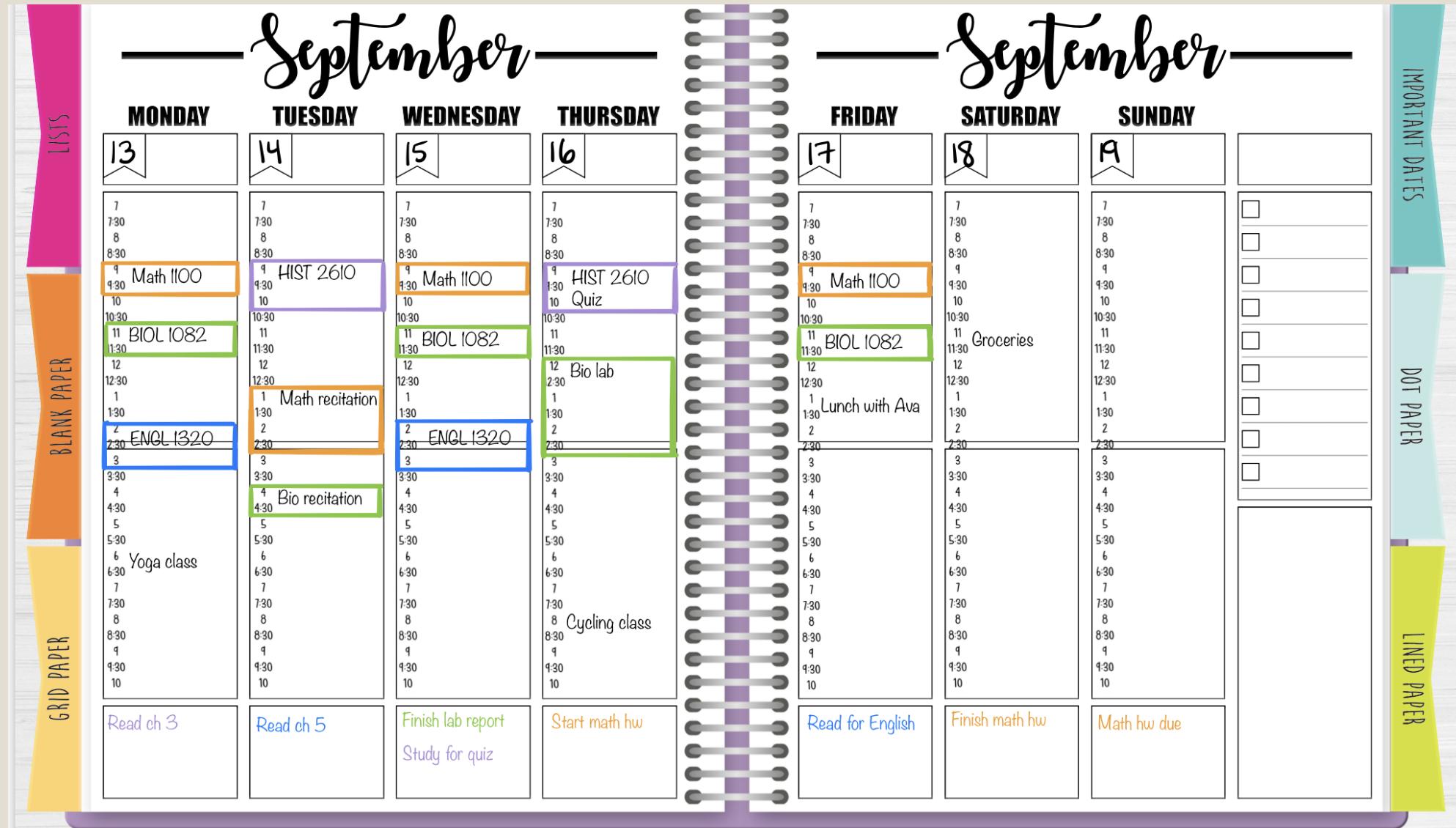
## Color code



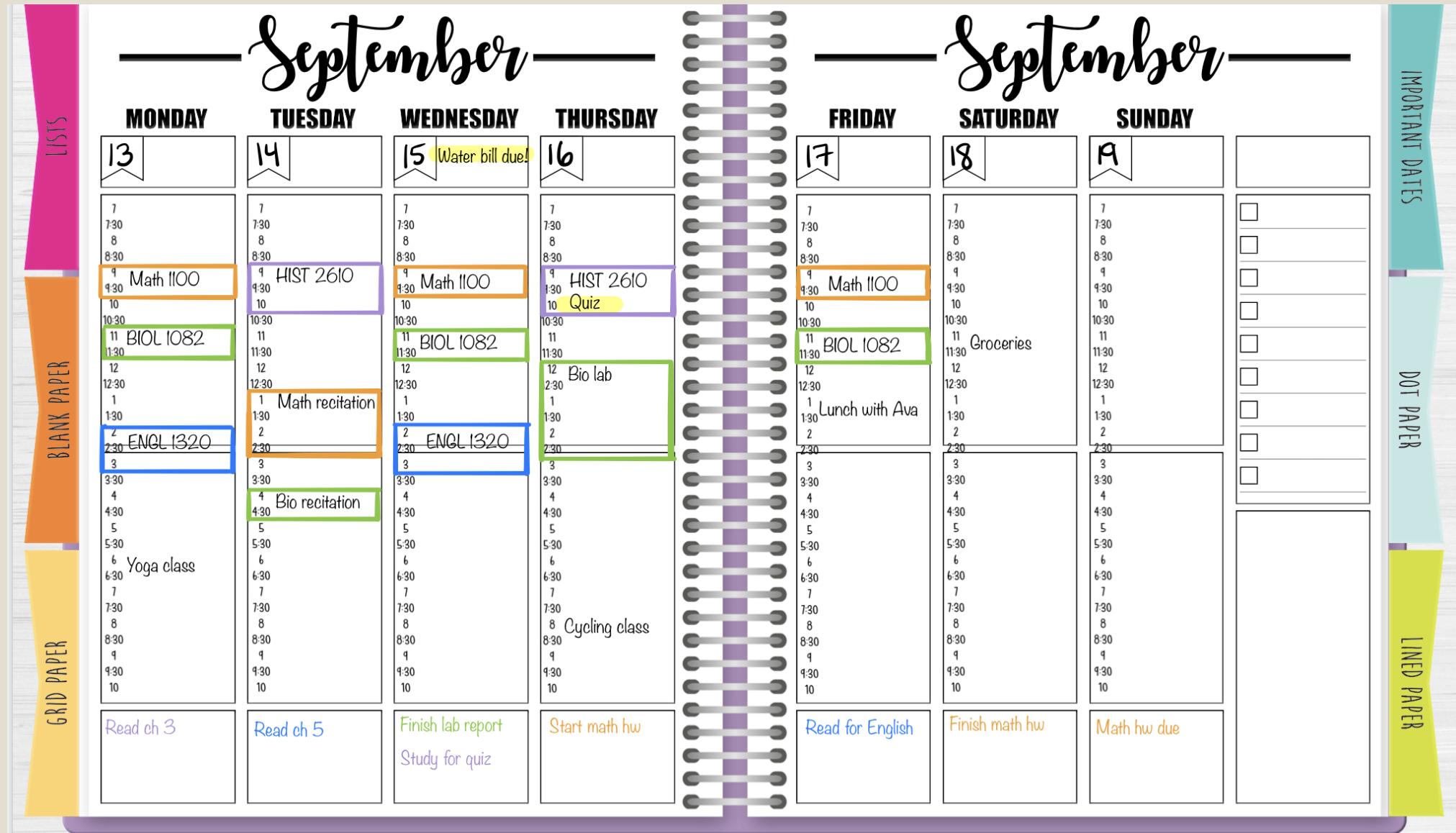
Add homework, use the same color code

<h1>September</h1>						
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
13	14	15	16	17	18	19
1 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 BIOL 1082 11:30 12 12:30 1 1:30 2 ENGL 1320 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	1 7:30 8 8:30 9 HIST 2610 9:30 10 10:30 11 11:30 12 12:30 1 1:30 1 Math recitation 1:30 2 2:30 2 ENGL 1320 2:30 3 3:30 4 4:30 4 Bio recitation 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	1 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 11:30 12 12:30 1 1:30 1 HIST 2610 1:30 Quiz 10:30 11 11:30 12 Bio lab 2:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	1 7:30 8 8:30 9 HIST 2610 9:30 10 10:30 11 11:30 12 12:30 1 1:30 11 BIOL 1082 11:30 12 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	1 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 11:30 12 12:30 1 1:30 11 BIOL 1082 11:30 12 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	1 7:30 8 8:30 9 9:30 10 10:30 11 11:30 12 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	1 7:30 8 8:30 9 9:30 10 10:30 11 11:30 12 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10
Read ch 3	Read ch 5	Finish lab report Study for quiz	Start math hw	Read for English	Finish math hw	Math hw due

Add times for exercise, hobbies, and friends



Highlight important events or deadlines



Have a weekly planning time to update your planner

