



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

LISTS

BLANK PAPER

GRID PAPER

September

MONDAY

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Math 1100

BIOL 1082

ENGL 1320

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September

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HIST 2610

Math recitation

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Bio recitation

September

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September

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Bio lab

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September

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IMPORTANT DATES

DOT PAPER

LINED PAPER

Color code

LISTS

BLANK PAPER

GRID PAPER

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HIST 2610

Math recitation

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September

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HIST 2610

Bio lab

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IMPORTANT DATES

DOT PAPER

LINED PAPER

Add homework, use the same color code

LISTS

BLANK PAPER

GRID PAPER

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Math 1100

BIOL 1082

ENGL 1320

Finish lab report

Study for quiz

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THURSDAY

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HIST 2610 Quiz

Bio lab

Start math hw

September

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Read for English

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Math hw due

IMPORTANT DATES

DOT PAPER

LINED PAPER

Add times for exercise, hobbies, and friends

LISTS

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GRID PAPER

September

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Math 1100

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Yoga class

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Math recitation

Bio recitation

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Finish lab report

Study for quiz

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HIST 2610 Quiz

Bio lab

Cycling class

Start math hw

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Math 1100

BIOL 1082

Lunch with Ava

Read for English

SATURDAY

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Groceries

Finish math hw

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Math hw due

IMPORTANT DATES

DOT PAPER

LINED PAPER

Highlight important events or deadlines

LISTS

BLANK PAPER

GRID PAPER

September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
13	14	15 Water bill due!	16	17	18	19
7 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 Yoga class 6:30 7 7:30 8 8:30 9 9:30 10	7 7:30 8 8:30 9 HIST 2610 9:30 10 10:30 11 11:30 12:30 1 Math recitation 1:30 2 2:30 3 3:30 4 Bio recitation 4:30 5 5:30 6 6:30 7 7:30 8 8:30 9 9:30 10	7 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	7 7:30 8 8:30 9 HIST 2610 9:30 Quiz 10 10:30 11 11:30 12 Bio lab 12:30 1 1:30 2 2:30 3 3:30 4 4:30 5 5:30 6 6:30 7 7:30 8 Cycling class 8:30 9 9:30 10	7 7:30 8 8:30 9 Math 1100 9:30 10 10:30 11 BIOL 1082 11:30 12 12:30 1 Lunch with Ava 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	7 7:30 8 8:30 9 9:30 10 10:30 11 Groceries 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	7 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

IMPORTANT DATES

DOT PAPER

LINED PAPER

Have a weekly planning time to update your planner

LISTS

BLANK PAPER

GRID PAPER

September

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
13	14	15 Water bill due!	16
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Read ch 3	Read ch 5	Finish lab report Study for quiz	Start math hw

September

FRIDAY	SATURDAY	SUNDAY
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11 11:30 BIOL 1082	11 11:30 Groceries	11 11:30
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1 1:30 Lunch with Ava	1 1:30	1 1:30
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Read for English	Finish math hw	Math hw due

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IMPORTANT DATES

DOT PAPER

LINED PAPER