



How to Set Up and Use a Relevant Planner -- Types of Information

1. You're using a planner to Remind, Manage, Decide, and record Accomplishments.
2. Information from the Academic, After-School Opportunity, Family, and Free Time areas will go into your planner.
3. This information is DATA.
4. DATA is dates, times, locations, levels of importance, contact information, and your reactions.

Academic means daily classes, homework, projects, tests--anything connected to schoolwork.

After-School Opportunities means clubs, sports, volunteering, non-school organizations, religious, and after-school jobs.

Family means chores, celebrations, and anything you need to do with and for your family.

Free Time means time you decide how to spend--your time. This can be time spent with friends or alone. It can be an activity or just chilling.

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Here's a scenario:

It's Thursday. Sally's a 10th grader. She has 7 classes (Homeroom/English, Science, Phys Ed, [Lunch], Math, French, History, Public Speaking 3X/week [study hall 2 X/week])



Sally belongs to a French club which meets on Thursdays after school, she volunteers at an animal shelter every Friday after school, and works at a pet store on Saturday afternoons.

Sally's family has dinner together at 6:30pm M-F. She's in charge of cleanup this month M, W, Th

Sally's been volunteering at the animal shelter for 1 year, and is going to get an award next month. She's also learning to do pushups at Phys Ed.

Sally has 5 friends she met during 9th grade. She'd like to see them in person once/week.

Download the table below and write in the type of information that would be most valuable for Sally.

	Remind	Manage	Decide	Accomplishments
Academic				
After-School				
Family				
Free Time				

