

## “DAILY PLANNER USAGE”

Effective Planner usage is a skill that is an essential ingredient to a successful study program. As such, time and effort must be devoted to cultivating it as a habit; habits are things our brain sees as patterns that we do easily and often.

Many of the beneficial features built into our planners have little effect unless the students are very clear on the correct day to day usage of their planners.

Following are some tried and proven "*musts*" for efficient planner usage:

- The students and their planners must be inseparable partners at school and be brought home each night.
- In every class, all work set and the date that it is due should be recorded; this must be done immediately their teacher tells them; don't wait till afterwards, it's too easy to forget.
- They should write it in the "*Priorities/Due In*" column and also record it on their "*Forward Year Planner*" (Junior – pgs.178-181, Middle – pgs.182-185, Senior – pgs. 196-199).
- After school, before they leave for home each night, they should look at the home learning (*learning in other settings*) that has been recorded in their planner during the day for each subject and then take the required books and folders home. It is important to look extra closely on Friday nights before the weekend.
- If they haven't a great deal of home learning to do on a particular night, they should look ahead in their planner for what is coming up, and make an early start, especially on assignments. They may start revising for an upcoming test next week or do extra study to add depth to their understanding and knowledge.
- That night or before they leave for school the next morning, a good idea is to check what is coming up for the day ahead. Any preparations or pre-reading required? Any work due in? Any sport or music practice? When they know this, they can plan their day more effectively.
- Every Sunday night after tea, they should spend 15 minutes planning their upcoming week in the "*Priorities/Due In*" and "*Things to do*" sections. Also, on individual days highlight work that is due in. This puts them in control and reduces their anxiety.
- When they have assignments, essays or tests coming up, they should look in the "*Index*" on page 2 for the focus that will help their efforts. The focuses will cover most of their needs and positively develop their study cultures.

Learning to use a planner is a lifelong skill for independent functioning.

Should you have any queries or concerns regarding your son/daughter's progress please do not hesitate to contact his/her Year Level Co-ordinator/Advisor.

“After effort comes success” Anon.