



THE UNIVERSITY of  
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# HOW TO USE A PLANNER

STEPS TO GET STARTED IN YOUR PLANNER!

## USING YOUR PLANNER

### Prioritize Class & Activity Times

Write your class schedule into your planner so you know when you have class. Write any other additional activities (sports, work, etc.).

### Schedule Study & Homework Time

Schedule focus time for studying so that you have dedicated time for this.

### Write Down Important Dates

Write assignment due dates, holidays, & events in your planner.

### Look Ahead

Leave yourself reminder notes in your planner for upcoming exams and projects so you always know what's coming up!



*Center for Student  
Academic Success*

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