**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!