

# **Faculty of Community Services**

## **Academic Support & Resource Centre**

### **Using an Agenda/Planner**

#### ***Why Use an Agenda/Planner?***

- It gives you the ability to see your entire semester at a glance, whenever you need
- You can plan your entire week, month, or year as per your preference
- Writing things down to be completed holds you accountable; *it also allows you to set SMARTR goals (see our related “The Three Levels of Goal-Setting” handout for more on setting effective goals)*

#### ***You Will Need...***

- An agenda/planner
- Coloured pens/pencils
- Highlighters
- Sticky notes/sticky flags
- Relevant course materials

#### ***Method:***

- Take your planner and your course outlines and mark down all the important dates (when assignments are due, when in-class assignments will occur, when exams will be held, etc.) in your planner for the semester
- You may also want to incorporate your class schedule, work schedule, personal events such as birthdays, and any other important dates, to keep yourself accountable
- Make sure you colour coordinate your classes – one colour per class; this will reduce confusion about due dates occurring on the same or similar days
- Utilize different symbols (such as triangles to denote priority and a circle for non-priority) to organize your assignments
- Create weekly and monthly (SMARTR!) goals for yourself to keep on track
- Instead of just writing “study,” consider writing specifics, such as “study chapter 1” or “finish introductory page of essay”; writing in specifics helps make sure you will stay focused

#### ***Other Tips:***

- Don’t overschedule yourself – if you have five classes for which to study, don’t schedule to study all five on the same day; you will feel overwhelmed and will be less likely to meet your goals
- You may also want to incorporate into your planning an erasable whiteboard calendar you can keep at home

#### ***References:***

Mariana. (2015, September 27). Retrieved November 23, 2016, from <https://www.youtube.com/watch?v=glibzxwhyCM>