

OPTIMIZE YOUR PLANNER

Before you begin using your planner successfully, you'll need to figure out where you invest your time currently. On the second sheet you'll find two week-long time logs. For two weeks, write out by-the-hour tasks and activities that you participate in. This should include when you wake up, how long it takes to get ready, meal times, social time, class time, TV time, etc. After two consecutive weeks of recording your daily investments, you'll be able to visualize where in your schedule you can allot more or less time to certain tasks. *This is the foundation for optimizing your time management skills!*

1. First, go to the campus calendar on The College of Idaho's website and identify important dates to add to the month and weekly views of your planner. Important dates include when campus is closed, class registration, add/drop dates, etc.
2. Next, gather all your course syllabi and start by writing any major due dates in the month and weekly views of your planner. Examples are mid-term exams, papers, and large projects.
3. Then go through your syllabi and add homework & reading assignments only to the week view. Tip: you can identify which class the homework belongs to either by color coding or by adding the course number next to the homework assignment.

Note: Keep your daily tasks to the week view while using the monthly view exclusively for larger events and dates.

4. Once all your academic commitments are planned out, think about your other activities: work, club meetings, athletic practice, etc. All extra-curricular and co-curricular commitments should be added to the weekly view of your planner.
5. Finally, looking at your weekly views for the whole semester, go through and designate time for:
 - a. Studying/homework time
 - b. Meal times
 - c. Social/non-academic time
 - d. Self-care time (exercising, watching TV, etc.)
6. As the semester goes along, professors may ask you to do additional work that is not indicated on the syllabi or change assignments! Make sure and always travel with your planner so you can add to it whenever needed.
7. Now that you've got important dates all in one place, your biggest challenge is to **USE IT!** You've just created a personal guide to keep you on track – academically and personally. Refer to your planner often and cross-off tasks as you complete them. This will help keep track of what there is still to-do.

