

Managing Your Planner

A GUIDE FROM THE CENTER FOR ACADEMIC ACHIEVEMENT

Tips and Tricks

Day One

- At the start of the semester, go through each syllabus and write down important dates, like due dates and tests, in your planner

Day Two

- Work backwards from your important dates to plan when you'll work on studying, projects, paper drafts, etc.

Day Three

- Use at-a-glance calendars to help you keep track of the big picture--and make sure you don't over-schedule yourself!

Every Day

- Keep your planner with you so that you can write down new information as it comes along (like changes to due dates)

At Least Once A Week

- Plan some time each week to review your planner and make updates and changes for the upcoming week

Picking a Planner

The Goal of a Planner is to Stay Organized

That is the only rule for planners! Your planner will likely be your #1 tool for managing your time during the semester. Try a few different types until you find the one that works for you!

Traditional Planner

A traditional planner comes with pre-arranged pages you fill in. Some also have calendars, schedule charts, reference pages, and spaces to record contact info. They are super easy to use and great for providing structure to your time management plans.

Electronic Calendar

Phone apps, email calendars, and even your @eagle.fgcu.edu account offer ways to track your schedule electronically. They often let you set reminders for important information and are always available on your phone when you need them.

Bullet Journal & DIY Planners

Bullet Journals and other DIY planners let you design your own planner from scratch, deciding how much space you need for each day and what additional resources and trackers belong in your planner. This option is great for people who love to craft.



Make it Fun!

Notes:

- **Every planner is improved with stickers!** Use them liberally and often to check off completed tasks, mark important dates, or just because you can.
- **Use fun coding systems to keep things organized, but don't feel locked in once you start.** Go with what comes naturally and don't force yourself to use any one organizational strategy.
- **Don't overload your planner!** Having a dozen calendars and trackers can be fun, but it can also overwhelm your planner system. Keep your planner focused on time management while you find your perfect planner system.
- **It's okay if your planner system evolves over the semester!** That means you're figuring out what works for you!

If you don't enjoy using your planner, you won't use it! If planning becomes more hassle than help, try a new system.

