

Calendar Tips from Chloe Benjamin

At the start of the new year, it's a great time to think about whether a student's time management system is working

- It's especially a good time to consider whether their planner is useful for keeping track of assignments and due dates, and for breaking down bigger assignments into smaller ones.
- Whatever calendar a student uses, it is important that it be used habitually.
- Here we will review a couple of different calendar systems.
 - Handheld Planner: Chloe's Choice: Franklin Covey Planners
 - Recommended Daily Planner
 - ABC prioritization system
 - Usefulness for breaking down big assignments
 - Information bellow
 - Digital calendars: Google Calendar (I have not used this much), iCal, Outlook
 - Benefits
 - Ability to set reminders
 - Syncs with phones and tablets
 - Google Mail" Parents can subscribe easily
 - iPhone Apps
 - iProcrastinate - Some of our students like this app, but I have not reviewed it.

Ordering Considerations for Franklin Covey Calendar

You can put together a Franklin Covey hard copy planner system here:

<http://franklinplanner.fcorgp.com/store/buy/Planners/cat2120006/>

You'll probably want to order:

- Daily planner pages in size compact
<http://franklinplanner.fcorgp.com/store/buy/Daily/cat960007/>
- Binder in size compact: <http://franklinplanner.fcorgp.com/store/buy/Binders/cat133/>
- Storage sleeve and case:
<http://franklinplanner.fcorgp.com/store/buy/Storage-Cases-and-Sleeves/cat101/>

Or here you can get guided help to build a planner system on Franklin Covey's website using their guidance:

- <http://franklinplanner.fcorgp.com/store/bundles/>
 - Step 1 Recommendations:
 - Pick ring bound
 - On left pick size "compact"
 - On left pick layout "daily"
 - On left select a start date/range that works for you
 - Then it takes you to Step 2

- I recommend Wide Lined Pages in case you want to add notes (optional)
- You might want a Starter Pack just to see what add-ons exist
- I like 'weekly compass cards' and can explain how these work, but basically they let you think about the bigger picture, and set weekly goals based on that
- After you select a few accessories, it takes you to Step 3
 - There you can pick a binder to put the note pages in, and a storage case to put the pages into (you'll want both)
 - Optionally get a Storage Sleeve which the storage case can slide into.

Pics for my calendar are below.