

USING AN ACADEMIC PLANNER

- Make sure you purchase an *academic* planner (July to August instead of January to December)
- Write your name and phone number clearly and in large letters on the inside cover page so your planner can be returned if lost.
- Use the copier to make a small copy of your schedule (reduce it), and tape this to the inside cover of your planner so you will have your schedule handy when using your planner.
- Record the letter day of each class day (A, B, C, etc.) at the beginning of each term so that you can look ahead and know what day it is.
- **You will get the best use out of your planner if you devote 15-20 minutes every Sunday night to writing out the homework you have due for each class Monday through Friday of the following week. This is crucial if you are to manage your time effectively and plan ahead. On Sunday night you can review any due dates for the following week and make notes on any conferences you might need to make to prepare.**
- As you get familiar with the kind of homework assigned for each class, you can develop your own system of “shorthand” to write out the homework. For example, languages and maths often have assignments of several parts or stages; these will be good classes to develop a shorthand system for homework recording.
- As you will see in the example below, your planner will look very full some weeks. This is why it is a good idea to use highlighters of different colors to distinguish the classes from one another. See the document on “Color Coding” for more information.

September 19-25, 2005

Week 38

SEPTEMBER 2005						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

PERIOD

SEP

19 Monday 262/103

7 ① MATH = p. 11: 29, 31, 37 p. 24: 29, 33

8 p. 30: 7, 19, 25, 29, 33 p. 35: 13, 17-21 ODD

9 ② HISTORY = 1-29 > OPEN NOTE QUIZ

10 ③ ENG = OLD MAN 35-62

11 ④ SPANISH = p. 31, 1-20 p. 32 TRANSLATE PARAGRAPH

12 ⑦ BIO = 49-71

Notes: • SET UP CONFERENCE W/ SR. MUNOZ
WORK ON SELF-PORTRAIT IN ART

20 Tuesday 263/102

7 ② MATH = p. 18: 17-31 ODD p. 20: 1-6 ALL

8 ③ HISTORY = 29-62 + THOUGHT ?'S

9 ④ ENG = OLD MAN 63-93 + WKSHEET

10 ⑥ SPANISH = REVIEW FOR TEST

11 ⑧ BIO = 72-95 > QUIZ

12 Notes: MUNOZ = 7TH PERIOD

21 Wednesday 264/101

7 ① ART = SELF-PORTRAIT DUE FRIDAY

8 ③ MATH = READ: 37-39 DO p. 40 3, 7-11-49 ODD

9 ④ HISTORY = 63-75 > QUIZ

* ⑥ SPANISH = TEST **

11 ⑦ ENG = FINISH OLD MAN

12 Notes:

AUGUST 2005
 S M T W T F S
 1 2 3 4 5 6
 7 8 9 10 11 12 13
 14 15 16 17 18 19 20
 21 22 23 24 25 26 27
 28 29 30 31

OCTOBER 2005
 S M T W T F S
 1
 2 3 4 5 6 7 8
 9 10 11 12 13 14 15
 16 17 18 19 20 21 22
 23 24 25 26 27 28 29
 30 31

NOVEMBER 2005
 S M T W T F S
 1 2 3 4 5
 6 7 8 9 10 11 12
 13 14 15 16 17 18 19
 20 21 22 23 24 25 26
 27 28 29 30

22 Thursday 265/100

Autumn begins

- 7 ① BIO = REVIEW: BRUNB ALL NOTES
- 8 ② ART = SELF-PORTRAIT DUE TOMORROW
- 9 ④ MATH = READ 43-45 DO p. 46 1-11^{ODD} 12-19 ALL
- 10 ⑥ SPANISH = P. 46 2-20 p. 47 1-10
- 11 ⑧ ENL = COMPUTER LAB

12 6

Notes: STUDY FOR BIO + MATH!

23 Friday 266/99

- 7 ① HISTORY = 82-103 + THOUGHT ?'S
- 8 ② BIO TEST * *²
- 9 ③ SELF-PORTRAIT DUE ART
- 10 ⑥ SPANISH = REVIEW FOR QUIZ p. 8 2-20
- 11 ⑦ MATH: QUIZ 5

12 6

Notes:

24 Saturday 267/98

25 Sunday 268/97

• OLD MAN ESSAY
 DUE NEXT FRIDAY
 • SET UP CONF.
 W/ DR. HUTCH