

# How to Use Your Daily Planner

Name: \_\_\_\_\_

1. Locate the subject for the assignment or write the subject name.
2. Write down the assignment with **specific details**. These include page numbers, questions to answer, format guidelines, etc.
3. Write down any supplies you will need to complete the assignment. These include textbooks, notes, worksheets, binders, notebooks, etc.
4. Write **No Homework** or **NHW** rather than leaving blank spots.
5. Use abbreviations like **WS** for worksheet, **T** for test, **PG** for page, etc.
6. Write due dates beside assignments. If you have several days to complete an assignment, go ahead and write it down for every day up to the due date.
7. Check or cross off assignments as you complete them.
8. Have your teacher and/or parent check your daily planner on a daily or weekly basis. If someone checks it, have him or her initial the day checked.
9. You can also have parents and/or teachers initial beside assignments as you turn them in or complete them.
10. Write other reminders in your daily planner. These can include days to bring gym clothes, fundraiser dates, dances, practices, etc.
11. Keep your daily planner neat. Do not doodle on, tear, cover in stickers or destroy the daily planner in any way.