How to Keep a Planner

Natalie Luna Academic Coach USC Kortschak Center for Learning and Creativity

WHY KEEP A PLANNER?

- There is only so much you can accomplish in one day
- Planners are tools that impose a degree of order on things so you know what to do and when to do it.

DEC 30 - JAN 5	Winder Har	STREE SOOK	MEDNESDAY 1 51 MAIR REPORTS	i Men PEEP	FRIDAY 3 TI FLUGER TIMES		SUNDAY 5
LOGHT WITH CP	WET FRENT	CONTERENT	REAL PROPERTY	REAL	870	ER SUSERIUT ER ER ER	EII 451/906A
5007 (1) (1) (1) (1) (1) (1) (1) (1) (1) (1)	UNCHLÄTH	LINCH	EM HA FAN FAN FAN FAN FAN FAN FAN FAN FAN FA	(2月 (月) (月) (月) (月) (月) (月) (月) (月) (月) (月	unenav	10.00 11.06 11.06 12.06 12.06 12.00 12.00	0.31 1580 1232 1233 1234 1234 1238
280 Y 280 280 280 280 280 280 280 280 280 280	Innexi Addi. Isti Auntie		THE LOCIE AND CONTRACT	100 120 200 200 200 200 200 200	MAP_{2}^{2}	131 132 134 134 131 131	730 230 238 238 238 238 238
	tu Jary Dary	HEALD KICK	199 199 199 199 199 199 199	CUCK SERVICE	4.28 1.42 1.30 1.30 1.30	433 534 535 635 635 636 736	44 530 540 540 540 540 540 540 540 540 540 54
D 27 378 CC PHET IN COMPANY DEPENDENCIAL			AND CONTRACTOR	THE WITH OWING	BAKEIII	134 134 135 135 100 100 100	7.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8.0 8
PERSONAL TO-OD	and a new second	WORK TO START BLOCK - NO IMINTONE P.P. LOUT	-DO LIST	EN EN PERMENE UNATED C THEY ALMENTONES	TAKE NOTES - DRAW -	UURNAL - BRAINSTORM	THE TM @

PRIORITIZE TASKS

First, think about what tasks are genuinely urgent.

- If the deadline is important, write that in.
- How long will the task take?
- Number tasks in order of importance to guide you.
 - 1. Write discussion post for Psych
 - 2. Read Ch. 3 for History
 - 3. Laundry



For more information about prioritizing tasks, check out our video workshop on Covey's Quadrants <u>http:</u> //kortschakcenter.usc.edu/life-hacks-prioritizing-forpersonal-productivity/

CHUNKING TASKS

Accomplishing smaller "chunks" of the task every day will make steady progress, and allow time to work on other things.

- More effective than multitasking
- Focuses your attention on a specific task



Example: 5 page research paper

Monday- Brainstorm & Outline Tuesday- Show ideas to TA, Refine outline Wednesday- Write out 2 pages of body paragraphs Thursday- Write out body paragraphs for next 2 pages Friday- Write intro and conclusion

TIP: USE COLOR CODING

Create your own color-coding system

Use a different color to categorize types of tasks!

EX. Color code according to subject

- Homework in Orange
- Clubs/meetings in Green
- Work in Red
- Fun/Personal activities in Blue



MAKE IT A HABIT!

- Have a special spot for your planner
- Add tasks as they come up
- Check your planner daily, in morning and before bed
- Cross-off or check ✓ accomplished items

 Motivation gets you started.
HABIT keeps you going.

- Jim Rohn

REFERENCES

Reh, F.J. (2014). Don't multi-task when you can use chunking. Retrieved at <u>http://management.about.</u> <u>com/od/yourself/a/chunking1106.htm</u>

Toscano, S. (2014). How to use a planner (Without getting totally overwhelmed). *Huffington Post*. Retrieved at <u>http://www.</u> <u>huffingtonpost.com/2014/10/13/how-</u> <u>to-use-a-planner_n_5952664.html</u>

Wilson, T. (2016). Time management success. Retrieved at <u>http://www.</u> <u>time-management-success.com/daily-</u> <u>planners.html</u>

