How to Keep a Planner

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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.
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 [http://kortschakcenter.usc.edu/life-hacks-prioritizing-for-personal-productivity/](http://kortschakcenter.usc.edu/life-hacks-prioritizing-for-personal-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 multi-tasking
- 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

