

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/>

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

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