



College & Career
Ready...Set...Go!

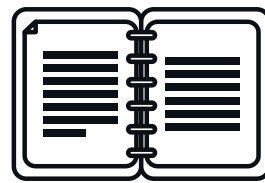
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High School Readiness Extension Activity

PLANNERS FOR ORGANIZATION AND TIME MANAGEMENT



There are many uses for a calendar or planner. You can organize your school lessons and homework assignments, schedule your school-related and outside school activities, create to-do lists, keep track of special events, and jot down ideas.

You can also use it to plan your future. What things could you be doing this summer to prepare for your future career? Researching online, reading books, taking advantage of things happening in your community - even volunteering - can help you prepare for future success.

Find the pen, planner, post-it notes and stickers in your activity packet and follow these directions.

1. First, put your name on your planner. If it is lost, someone could find it and return it.
2. Take the post-it notes and make a short to-do list of things you can do to prepare for your dream
3. Now write those career-related things on the calendar on the date you want to have them done.
4. Make a list of all the **home chores** you need to do on the top left notes section of each month, then write them into the calendar on the dates you need to have them completed.
5. Next, if you have **a job**, you probably have a schedule of when you are going to work. Write your work dates in as soon as you get them from your clients or your boss. Don't forget to include the time you start and finish each day.



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7. Let's not forget **birthdays** and other **special events**. If you know the birthdays of family and friends, add them along with other special events.

8. Now add **school assignment due dates**, sporting events, practices and school-related things you'll need to remember.

- You can also use the post-it notes to jot down ideas and inspiration and stick those in the planner. It could be a lyric to a song, an idea for a story, a sketch, or anything you want to remember.
- Use the stickers to make important "to-do's" stand out.

MAKE SURE YOU LOOK AT YOUR CALENDAR
EVERY DAY AND ADD TO IT TO KEEP YOU ON TRACK.

CONGRATULATIONS! YOU ARE ON YOUR WAY TO BEING MORE
ORGANIZED.

