

## Twelve Things Your Planner Shouldn't Be Without

- ✓ Large spaces to write notes and assignments
- ✓ Month-at-a-Glance section and a Week-at-a-Glance section
- ✓ Address Book
- ✓ Dividers for organization
- ✓ Colorful stickers to mark important dates and appointments
- ✓ A sturdy, durable cover, so the planner doesn't fall apart
- ✓ Unlined pages to write random notes
- ✓ Pockets for small slips of paper
- ✓ "Due" and "Done" columns on Week-at-a-Glance pages to show assignments that are due and those that are completed
- ✓ Grades received in space where assignments are written
- ✓ "To do" list at the beginning of each week to keep assignments organized
- ✓ Each day divided by hours

Weekly Planner			
Monday October 4		Tuesday October 5	
8:00		8:00	
9:00		9:00	
10:00		10:00	
11:00		11:00	
12:00		12:00	
1:00	Staff Meeting	1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	Dinner with Hugh
Wednesday October 6		Thursday October 7	
8:00		8:00	
9:00		9:00	
10:00		10:00	
11:00		11:00	
12:00	Lunch with PR Firm	12:00	
1:00		1:00	
2:00		2:00	
3:00		3:00	
4:00		4:00	
5:00		5:00	
6:00		6:00	
Friday October 8		Saturday October 9	
8:00	Conference	8:00	
9:00		10:00	
10:00		12:00	
11:00		2:00	
12:00		4:00	
1:00			
2:00			
3:00			
4:00			
5:00			
6:00			
		Sunday October 10	
		8:00	
		10:00	
		12:00	
		2:00	

Hurd, Dr. Jennifer L. *Campus Companion – Finding Your Way*. New York: Houghton Mifflin Company, 2007, p. 23.