

✚ Now here's a final checklist to make sure you are using your planner effectively:

CHECK OFF WHICH OF THESE YOU RECORDED IN YOUR PLANNER EACH DAY	M	T	W	TH	F	S/ S
ALL homework assignments, including pages and problem numbers						
Due dates for projects and papers						
Test and quiz dates						
Extracurricular activities, such as clubs, sports games, and student council						
After school activities, like tutoring, piano, and art classes						
Study group and review sessions						
Meetings with teachers						

