

DAILY PLANNER

S M T W T F S

6:00 am _____

7:00 am _____

8:00 am _____

9:00 am _____

10:00 am _____

11:00 am _____

12:00 pm _____

1:00 pm _____

2:00 pm _____

3:00 pm _____

4:00 pm _____

5:00 pm _____

6:00 pm _____

7:00 pm _____

8:00 pm _____

Tomorrow _____

WHAT AM I LEARNING ABOUT HOW I WORK?

1 = Not at all | 5 = Very much

I knew what was most important for me to focus on today

① ② ③ ④ ⑤

I used my time in ways that reflected my priorities

① ② ③ ④ ⑤

I noticed what gave me energy and what drained it today

① ② ③ ④ ⑤

Breaking tasks into smaller steps helped me keep going

① ② ③ ④ ⑤

I noticed how taking care of myself affected my day

① ② ③ ④ ⑤

I know my next step for tomorrow

① ② ③ ④ ⑤

TODAY'S ACTION STEPS

Example: Open Brightspace and read assignment instructions for the week.

- _____
- _____
- _____
- _____

WHAT MIGHT I NEED TO PLAN FOR TODAY?

- Starting tasks later than planned
 - Feeling unsure where to start
 - Underestimating how long my work will take
 - Putting off a difficult assignment or course
 - Not starting my work when planned
 - Not asking for help when I need it
 - Allowing distractions to interrupt my work
- My biggest challenge today:
- _____

WHAT WILL HELP MOVE ME FORWARD TODAY?

- Open the assignment and review the instructions
 - Check Brightspace and identify my next deadline (s)
 - Check my grades and identify any missing work
 - Work on one assignment for 20 minutes (uninterrupted)
 - Schedule tutoring or academic coaching
 - Attend office hours or reach out to a professor
 - Start the assignment I've been avoiding for 10 minutes
- My next step:
- _____

WHAT'S MY NEXT STEP IF THINGS DON'T GO AS PLANNED?

- Schedule my most important unfinished task
 - Break the task into smaller steps
 - Complete the first step for 10 minutes
 - Ask for help or clarification
 - Identify one priority for tomorrow
- Plan for next step:
- _____