

# Planner Overview

This is a planner for students in grades 6–12. It is designed to help you set learning goals that work for you and to track your progress toward meeting those goals. It will also help you keep track of what you have to do and manage your time on a daily basis throughout the school year.

The planner is divided into four parts. Each part can be used independently, but working through the four sections in order will help you get the most out of the planner. A brief overview of each section follows, with more detailed instructions included at the beginning of each section.

## **Part I: Understanding Your Executive Skills Profile**

Executive skills are brain-based skills that develop between birth and age 25 and improve with practice. They are critical to school success. They can be divided up and defined in various ways, and there are many different skills. The ones we've included in this planner are the ones that seem to matter most to success, both in school and beyond.

In this section, you will fill out a questionnaire that will help you find your strongest and weakest skills. You can then identify specific study problems associated with your weakest skills. We then offer a variety of strategies you might choose from to address your weaknesses or problem situations.

## **Part II: Goal Setting**

Research shows that people who set goals achieve higher levels of performance than those who don't. In this section, you will have the opportunity to think about long-term goals (what you hope to do after high school), as well as shorter-term goals such as what you hope to accomplish in a single marking period. You will also be able to look back at your accomplishments at the end of the marking period and at the end of the year to assess what went well and what you might do differently the next time.

## **Part III: Daily/Monthly Planners**

This is where you keep track of homework assignments and daily plans. It includes space for daily plans, as well as monthly planners so you don't lose sight of long-term assignments. You'll find daily planner pages for 48 weeks (the full academic year plus a few weeks in the summer) and 12 monthly planners. Use pencil to fill in the planners so that you can correct any mistakes. There are specific instructions for how to make best use of this section, including a space for a "Daily Reflection" to allow you to evaluate on a daily basis how well you are working toward your goals.

## **Part IV: Strategies for Success**

This section includes templates, planning forms, and brief descriptions of a variety of strategies to help with things such as writing papers, planning long-term projects, studying for tests, reading for comprehension, note taking, proofreading, and staying organized.

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