Day Planners

Introduction: Day-timers, sometimes called planners, can help you identify and assess the varied roles you play in life--son/daughter, student, athlete, organization member, worker, etc. The format of day-planners may vary, i.e., the hours, days, weeks, months . But they are all used basically the same way. Some planners will also include task schedules, goal planning, etc. Many computers also have planning and task scheduling software (MS Outlook). Another tool used by some is an electronic organizer.

How to Use Your Day Planner

A. **Update Daily**. Spend 10-15 minutes each day, preferably morning, to review appointments, deadlines, tasks to be accomplished that day.

B. **Keep Current**. As appointments are made, due dates established, etc. write them down in your planner. Remember, you can't keep it current if you don't have it with you!

C. **Look Ahead**. As you schedule each appointment or due date, scan your planner for things that might interfere with keeping the appointment or meeting the deadline. It is better to adjust things at the beginning rather than waiting until the "date" has arrived.

D. **Prioritize**. As you add "tasks" to your schedule, evaluate them and rate their urgency: A - must be done, B - needs to be done, and C - should be done, but can wait. An alternate way is to evaluate tasks by their value, i.e., A - immediate value (produces most immediate, bottom-line benefit), B - indirect value (produces important result, may pay off later, such as practicing a new skill), and C - little value (produces worthwhile result but is not crucial).

Each day review your tasks and re-prioritize them as new tasks are added. New tasks may change the urgency or importance of other tasks.

E. **Balance**. Use your planner to balance your relationships--family, social, work, community.