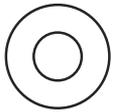


Time management, whether addressed with a digital or a paper planner, is critical to academic success. Learning time management skills will have a powerful positive impact on your life. You will be able to get more done (**I**), help others and improve relationships (**Us**), and make a positive difference in the world around you (**All**).

## I • Us • All

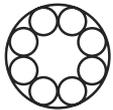
We are each like a drop in the sea, creating ripples in the ocean. Our actions cause concentric ripples of actions. A helping hand or a smile from one person can ripple through their **relationships** to the **relationships** of others, and so on; until the **world** has changed. The actions of the individual may seem insignificant, but can affect the **world**.



**I:** Every positive action begins with **Self (I)**, when we discover our ability to effect change and take the initiative to act.



**Us:** Our impact grows through our **Relationships (Us)**, where we find encouragement as well as challenges.



**All:** The actions we take ultimately affect the **World (All)** around us, where we realize our greatest power and make lasting contributions.

Look for the **I, Us, and All** symbols in your planner and supplements. They mark sections and ideas to help make positive ripples in your **self, relationships, and world**.

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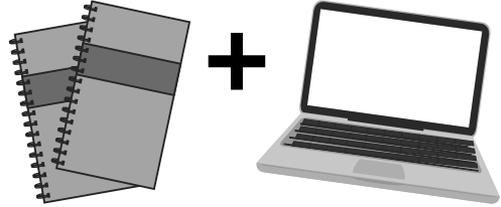


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## Using a Paper Planner in a Digital World

### Should you use a paper planner or a digital one?

Turns out this isn't an either/or question. A little research shows that the answer is **"You can use both!"**



### Commonalities

Both planner formats are portable, establish an organizational system, help you take responsibility for the use of time and time management. Both planner formats are customizable and offer a lot of space with some limitations. Both have many different varieties designed for different purposes.

Many people use both paper and digital planners because the formats complement each other. Paper planners are strong in areas where digital planners are weak and vice versa.

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### What to Ask Before You Decide

- What do you want to do with your planner?
- Will you be scheduling, goal setting, or something else?
- Will you be drawing, writing, or both?
- Will you need charts or tables?
- Do you want inspirational quotes, illustrations, grammar tips, or other factual information?
- Will you use your planner for personal activities, for school or work, or for everything?
- Will you use a paper planner for personal activities and a digital planner for school or work?
- Do you need time slots by the hour, day, week, month, or some combination of those?
- What kind of view do you prefer—the big view of the entire month or the small view of each day?

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## Suggestions for Using a Paper Planner

- With a paper planner you don't need to wait to boot up or log in, and you don't need a tutorial on how to use it. Just put pen to paper! Jotting a brief note on paper with pen or pencil can actually be faster than making an entry in a digital planner.
- A paper planner is perfect for brainstorming. Research shows that the act of writing helps you remember the information, activates more brain activity, and leads to more idea generation.
- Art, doodles, illustrations, diagrams, and bullet journaling are all easy to do on paper, and you can enjoy the differences in writing or creating with a variety of media. You can truly personalize a paper planner.
- Paper planners are just one of the great planners available. A paper planner doesn't require the care of an electronic device, keeping it charged and away from dirt. It doesn't have to be put away during school or work hours, available only during breaks, as is the case in many schools and work places.

- If you want to keep a history of your activities, a paper planner can act as a kind of diary. You can read calendars from a year ago and see how far you've come.

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### Suggestions for Using a Digital Planner

- If you need reminders, use digital planner alerts and you'll never miss an important date.
- When you're on the go without paper and pen, you probably have your phone with you and can use your notes or planner app. If your digital planner is voice-activated, you can dictate as you walk, so you don't have to stop. But don't use your mobile device while driving, even if you're in the car.
- When you need to search or schedule something, digital planners make retrieval fast. You don't need an eraser for quick changes in dates, times, and lists. You can enter recurring tasks, meetings, or classes rapidly. Within your digital planner, you may be able to highlight, color code, or change font without markers, highlighters or other tools.
- If you want to keep everyone on the same page, sync your calendar with family, friends, or work teammates.



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## Using Both Paper and Digital Planners Together

Back to the original question: should you use a paper planner or a digital one? The original answer, **“You can use both.”** stands, but is there a best way to combine the two? Try using paper planners for creative endeavors, personal goal setting and personal scheduling. Try using digital planners for scheduling recurring tasks, making lists, and making school or work schedules, especially if you need to share calendars with family, friends, or coworkers. Take your paper planner where your digital planner can't go and your digital planner where your paper one won't fit.

You will probably want to put some information in both planners. That's redundant, but this small effort ensures that you'll see it more often and remember it better. You can do this easily by taking a photo of the desired page of your paper planner. It will be available for you to refer to in your photo application.

## Creating a System

Remember that planners of any type are tools for you to use. To create an organizational system, think about what you want to do, what you decide what goes on paper and what goes digital, and try it for a month. If you find it isn't providing you with a different method. You may need to change your tools (get a different type of planner, whether paper or digital) or adjust your system if your workflow or lifestyle changes. Planning is a work in progress.

The key to any successful system is the user. Find what works for you, use it, and increase your organization and productivity!

# School Datebooks

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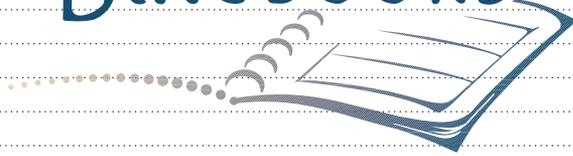
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