STUDENT DATEBOOK IMPLEMENTATION

Using the Datebook

The Datebook
- *Attractive and functional design.* Meets the school's unique needs whether it includes hall passes, full-sized Saturdays and Sundays, weekly spelling lists, assignment check boxes or character education lessons.
- *Parent/Teacher communication section.* Keeps the lines of communication open between home and school.
- *Advance planning calendars.* Allows students to plan for the long-term.
- *School events listed on the day they occur.* Encourages students to become involved and to plan for extra-curricular events.
- *Space for weekly goals and priorities.* Requires students to think critically about what they want to accomplish.
- *Vocabulary words and standardized test primers.* Prepares students for standardized tests.
- *Reference Pages.* Provides useful resource information in one location.
- *Complete customization* ~~options, the all side and work up in the datebook.~~

Things to keep in mind:
- Each school, each grade level, each class is different. Customize these suggestions to fit the needs of your current students.
- Be a positive role model. Your enthusiasm and consistent attention to effective time management will demonstrate the importance of learning to organize and plan efficiently.
- Use the datebook in much the same way you would a course workbook.

Prepare:
- Undertake this program enthusiastically.
- Use your creativity to make the program uniquely yours (i.e. use the vocabulary words listed in the datebook as extra credit words on a spelling test).
- Plan major assignments so that they do not conflict with major school social events.
- Create a "count-down" procedure for major events in an attempt to help students avoid procrastination.
- Consider assigning points to smaller units of major projects.

In the Classroom:
- You may wish to dedicate an entire lesson plan to the datebooks, organization and time management. Or break it up into smaller tidbits.

Datebook Introduction:
- Lay out your expectations for datebook use.
- Go over any school policy regarding the datebooks (i.e. that each student is required to carry his or her datebook at all times).
- Clarify how prioritizing tasks can contribute to effective study, and stress that effective time management can improve life. Provide specific examples applicable to your students' lives.
- Discuss effective study tips in conjunction with use of datebooks. Also discuss effective test taking tips in conjunction with time efficiency.

Daily Use:
- Write daily assignments on the board.
- Require students to copy assignments, due dates and points at the beginning or the end of the class period.
- Encourage students to prioritize daily, weekly and monthly tasks and goals. It could be a numbering system that "ranks" assignments in importance, or a color-coded system that indicates major events (i.e. study sessions are green, tests and quizzes are red).
- Provide timelines for lengthy assignments and/or help students break assignments into manageable units of work. Direct students to write the future due dates in their datebooks.
- Encourage students to use the datebook to record grades/points earned.
- Remind students to record non-school-related activities such as volunteer work, job schedules, club activities, sporting events.

"Teachers, I believe, are the most responsible and important members of society because their professional efforts affect the fate of the earth."
~ Helen Caldicott