

# STUDENT DATEBOOK IMPLEMENTATION

## Be a Role Model – Plan Your Time Wisely:

- Use your datebook daily and incorporate it into your lesson planning process.
- Refer to your datebook when planning major lessons.
- Write in pencil; adjustments may have to be made.
- Coordinate your classroom plan with major community and school events and with your personal and social life.
- Coordinate your home/family calendar with your datebook. Include professional commitments and meetings.
- Consider color-coding to differentiate areas of responsibility.
- Set small goals for yourself and document them in your datebook.
- Break any larger goals into manageable steps and write them in your datebook.
- Record any daily goals whether school related or of a personal nature.
- Experience the joy of crossing off completed tasks.
- Build in rewards for yourself when you meet a goal within a designated time.
- Carry your datebook with you.

## GENERALLY SPEAKING ...

The datebooks involve cooperation with the school community. Using the assistance of support, the datebook will allow teachers, administrators, staff and parents. With the help of the entire school community, each student will have the tools he or she needs to succeed, to learn life-long skills of organization and time management.

In addition, it should be viewed as a major avenue of communication between home and school. Use open house presentations, school newsletters, PTO or parent council meetings, and parent conferences to promote the benefits of using a datebook.

## ULTIMATELY

Learning to plan time wisely will help students succeed not only in school, but also in every future endeavor. Learning to use time wisely is a skill that will help to determine future success. Learning to use time wisely should be an integral part of every school's curriculum.

Learning to use time wisely is the goal.

Using time wisely is the reward.

# REVIEW ONLY

*"Better than a thousand days of diligent study is one day with a great teacher."*

*~ Japanese proverb*



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