

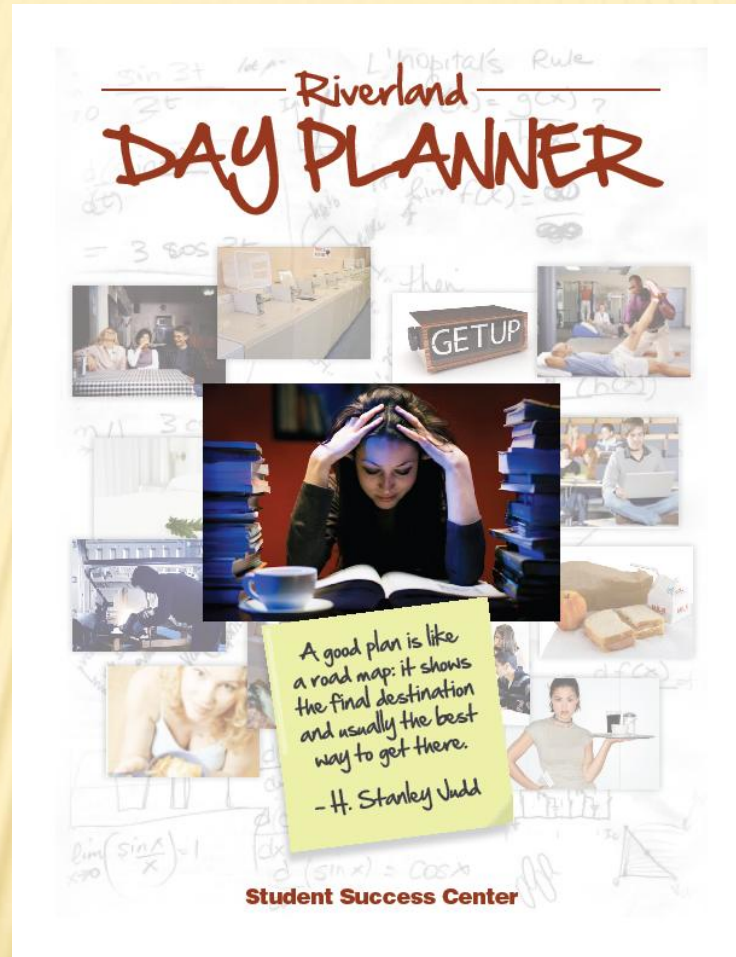
# RIVERLAND DAY PLANNER



A unique time management system designed specifically for the busy college student.

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# HOW TO USE THE RIVERLAND DAY PLANNER



# STEP ONE – CIRCLE THE WAGONS

Gather all your syllabi and assignment sheets.



# STEP TWO - ENTER ALL NON NEGOTIABLES

- ✘ Use one planner paper for each week of the semester
- ✘ All non negotiable entries - Examples are class schedules, work schedule, volunteer commitments, appointments, holidays, tests and due dates for assignments.

AUGUST 2010 - FALL SEMESTER

	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6	Saturday and Sunday
7:00						
7:30						
8:00		Art 1112		Art 1112		
8:30		↓		↓		
9:00						
9:30						
10:00			Escl 1000		Escl 1000	
10:30						
11:00	Math 1110	Engl 1104	Math 1110	Engl 1104	Math 1110	
11:30		↓		↓		
12:00						
12:30						
1:00		Econ 1100		Econ 1100		
1:30						
2:00						
2:30						
3:00	Work	Work	Work	Work	Work	
3:30	↓	↓	↓	↓	↓	
4:00						
4:30						
5:00	↓	↓	↓	↓	↓	
5:30						
6:00						
Subject	Assignment	Assignment	Assignment	Assignment	Assignment	Assignment
Escl	Read Chapt. 1	Quest. 1-33	Review notes Quest 1-33	Review notes		Review notes Read Chapt. 2

# STEP THREE - HEALTHY HABITS

Weekly use a blue pen to fill out healthy living activities such as eating, sleeping and exercising.

AUGUST 2010 - FALL SEMESTER

	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6	Saturday and Sunday
7:00	GYM	Get ready for class	GYM	Get ready for class	GYM	Laundry
7:30						
8:00	Get ready for class	Art 1112	Get ready for class	Art 1112	Get ready for class	Food Shopping
8:30		↓		↓		
9:00						Get oil changed
9:30						
10:00	Esci 1000		Esci 1000		Esci 1000	Party at Sue's!!
10:30						
11:00	Math 1110	Engl 1104	Math 1110	Engl 1104	Math 1110	
11:30		↓		↓		
12:00						
12:30						
1:00		Econ 1100		Econ 1100		
1:30						
2:00						
2:30						
3:00	Work	Work	Work	Work	Work	
3:30	↓	↓	↓	↓	↓	
4:00						
4:30						
5:00	↓	↓	↓	↓	↓	
5:30						
6:00		RUN		RUN	Dinner - Jolie	

# STEP FOUR - WEEKLY NEGOTIABLES

Weekly, use pencil to schedule in the following items: study times, homework, family and personal commitments, laundry, grocery shopping, household chores, etc.

AUGUST 2010 - FALL SEMESTER

	MONDAY 2	TUESDAY 3	WEDNESDAY 4	THURSDAY 5	FRIDAY 6	Saturday and Sunday
7:00	GYM	Get ready for class	GYM	Get ready for class	GYM	Laundry Food Shopping Get oil changed Party at Sue's!!
7:30						
8:00	Get ready for class	Art 1112	Get ready for class	Art 1112	Get ready for class	
8:30		↓		↓		
9:00	Read Esci	Esci questions	Math problems	Library articles	Art project	
9:30						
10:00	Esci 1000	Esci questions	Esci 1000	Library articles	Esci 1000	
10:30						
11:00	Math 1110	Engl 1104	Math 1110	Engl 1104	Math 1110	
11:30		↓		↓		
12:00	Lunch	Lunch	Lunch	Lunch	Lunch	
12:30						
1:00	Math problems	Econ 1100	Meet math Instructor in her office	Econ 1100	Art project	
1:30						
2:00		Read Econ	Read Econ	Art project		
2:30						
3:00	Work	Work	Work	Work	Work	
3:30	↓	↓	↓	↓	↓	
4:00						
4:30						
5:00	↓	↓	↓	↓	↓	
5:30						
6:00		RUN		RUN	Dinner - Jolie	

# STEP FIVE - ASSIGNMENTS

Use the assignment boxes to list the homework, review and study prep that needs to be done that week. When an assignment is complete check the box. If the assignment is not complete move it over to the next day.

11:00	Math 1110	Engl 1104	Math 1110	Engl 1104	Math 1110	
11:30						
12:00	Lunch		Lunch		Lunch	
12:30		Lunch		Lunch		
1:00	Math problems	Econ 1100	Meet math Instructor in her office	Econ 1100	Art project	
1:30						
2:00		Read Econ	Read Econ	Art project		
2:30						
3:00	Work	Work	Work	Work	Work	
3:30						
4:00						
4:30						
5:00						
5:30						
6:00		RUN		RUN	Dinner - Jolie	
Subject	Assignment	Assignment	Assignment	Assignment	Assignment	Assignment
Engl	Read <u>Chapt. 1</u> <input checked="" type="checkbox"/>	Quest. 1-33 <input type="checkbox"/>	Review notes Quest 1-33 <input type="checkbox"/>	Review notes <input type="checkbox"/>		Review notes Read <u>Chapt. 2</u> <input type="checkbox"/>
Math	<u>Chapt 1</u> <input checked="" type="checkbox"/> <u>Prob 2 -40</u> (even)	Review notes <input checked="" type="checkbox"/>	<u>Chapt 1</u> <input type="checkbox"/> <u>Prob 42-72</u> (even)	Review notes <input type="checkbox"/>		Review notes <u>Chapt 2</u> 2-22 <input type="checkbox"/>
Art	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	work on project <input type="checkbox"/>	<input type="checkbox"/>	Review notes <input type="checkbox"/>
Engl	Pick topic <input checked="" type="checkbox"/>	Pick topic <input checked="" type="checkbox"/> Review notes	Review notes <input type="checkbox"/>	Find 2 News articles <input type="checkbox"/>	<input type="checkbox"/>	Review notes Write outline <input type="checkbox"/>
Econ	<input type="checkbox"/>	Read Chap 1 <input type="checkbox"/> Review notes	Review notes <input type="checkbox"/>	Review notes <input type="checkbox"/>	<input type="checkbox"/>	Review notes <input type="checkbox"/>



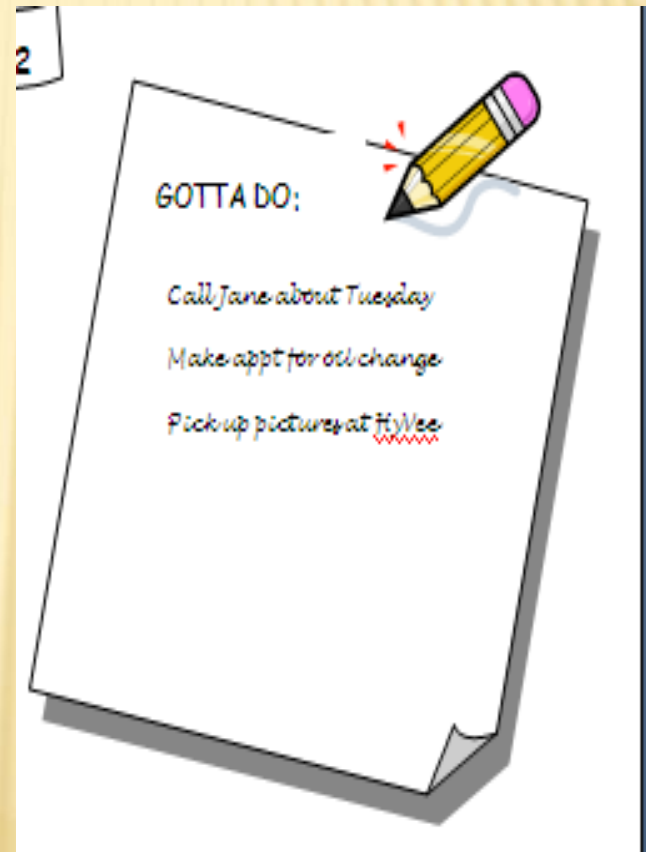
# DON'T FORGET TO BRING

Use the “Don’t forget to bring” box to list the items that you will need with you at school in order to attend class and complete homework assignments.

DON'T FORGET TO BRING	
MONDAY	<i>Eye and Math books, money for lunch</i>
TUESDAY	<i>Eye and Econ books, bring lunch, running clothes and shoes</i>
WEDNESDAY	<i>Math and Econ books, id to fill out I9 form</i>
THURSDAY	<i>Information for English paper, running clothes, \$5.00 for art fees, art supplies</i>
FRIDAY	<i>Art supplies</i>

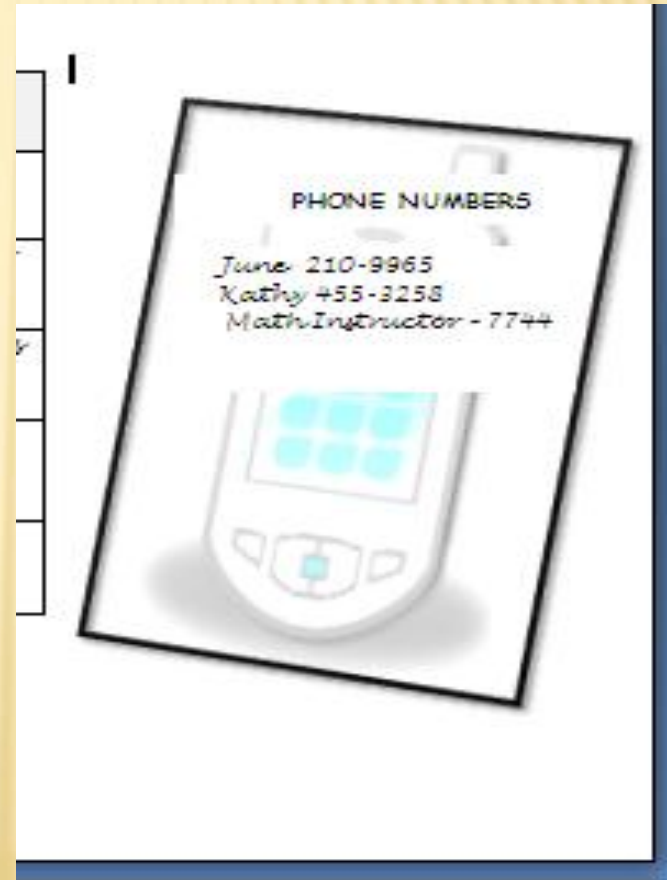
# GOTTA DO.....

Is a great space to jot little reminders of all the things you suddenly remember you gotta do.



# WHAT'S YOUR NUMBER?

Phone numbers of you  
need to remember  
but you don't have  
your cell phone



# SPEAKING OF PHONE NUMBERS...

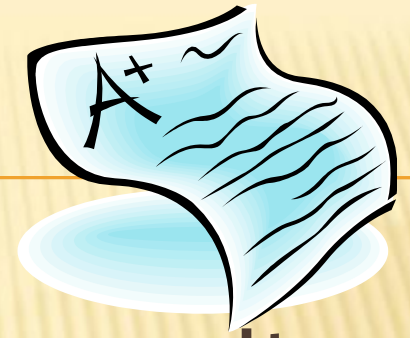
Let me give you a piece of advice:  
Never say, “I wasn’t in class last  
time – Did I miss anything?” Disbro

The answer is YES!!!!!!  
And it is your responsibility to  
get the information.





# In conclusion:



A good plan is like a road map: it shows the final destination and usually the best way to get there.

H. Stanely Judd



# HAVE QUESTIONS ????????????

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Still have some time management questions?  
Get help by contacting any member of the  
Student Success Center:

Vicki Fisher: [vicki.fisher@riverland.edu](mailto:vicki.fisher@riverland.edu)

Sharon Stiehm: [sharon.stiehm@riverland.edu](mailto:sharon.stiehm@riverland.edu)

Sue McCormick: [sue.mccormick@riverland.edu](mailto:sue.mccormick@riverland.edu)