

Student Planner Checklist

A student planner checklist for setting up and actually using a planner to stay on top of schoolwork.

Choose and set up your planner

- Pick a paper planner or a planner app you will check daily.
- Add your weekly class schedule with times and locations.
- Mark the current term's start and end dates.
- Note recurring commitments like clubs, work or sports.
- Set up a simple color or symbol code for subjects.
For example, one color per class makes the week easy to scan.

Capture all assignments

- Go through each class syllabus and list every assignment.
- Write each task on its due date.
- Add exams, quizzes and project milestones.
- Break large projects into smaller steps with their own dates.
- Record reading and homework as you receive it in class.

Track deadlines

- Highlight upcoming due dates so they stand out.
- Add reminder dates a few days before big deadlines.
- Note submission details like format or platform.
- Flag any overlapping deadlines to plan around them.
- Update the planner the moment a deadline changes.

Build a weekly schedule

- Block dedicated study time for each subject.
- Schedule harder tasks when your energy is highest.
- Leave buffer time for unexpected work.
- Plan breaks, meals and sleep so the week is realistic.
- Balance schoolwork with activities and downtime.

Use it daily

- Check the planner first thing each morning.
- Cross off tasks as you finish them.
- Add any new assignments before you leave class.
- Review the next day's plan each evening.
- Move any unfinished tasks to a new day.

Review and adjust

- Do a full review at the end of each week.
- Look ahead to next week's deadlines and events.
- Reschedule anything you missed or fell behind on.
- Note what worked and what to change.
- Reset your color codes and highlights for the week ahead.