

# **Student Planning for Parents**

Helping your student now, will help them forever!







# **KEEPING YOUR STUDENT FOCUSED ON PLANNING**

It takes a certain level of commitment from students, families, and teachers to reap the benefits of student planners. When students come to school (or e-learning) better prepared, turn in homework on time, and feel in control of their lives, no one doubts the value of the commitment.

Whether they are in the classroom or e-learning, it's important for you to help your student get in the habit of using their student planner to keep them focused on time management.

Helping is easy – here are some ideas:

## **Establish Expectations**

- Help your student remember to bring their planner to school and record all their assignments.
- Record your student's usernames and passwords for all websites to help them keep track of their accounts and information. (Use chart on page 6)
- Check their planner daily and ensure students are completing homework.
- Sign planners daily or weekly.

#### **Instill Value**

- Celebrate your student's successes and accomplishments.
- Use information in the planner to support your student's learning at home.
- Use the Family/Teacher Comments feature to support your student's success; and communicate with your student's teacher.



# WHY IS PLANNING IMPORTANT?

Learning how to plan on a computer or phone makes it difficult for students to learn the time management skills necessary in college, the workplace, and adulthood. Paper planners are important and increase focus, memory, and efficient planning while lowering distractions and student failure rates.

# **PAPER PLANNERS – BENEFITS**

## **Time Management**

- Physically writing words/symbols demands that students process the information in their schedules.
- Focused writing spaces teach effective planning strategies using active brain processes.
- Daily comment sections increase communication among students, teachers, and parents.

## **Heightened Memory**

- Handwritten daily planning sections increase recollection of assignments, reducing failure.
- Physical planners bypass computer glitches and student excuses for missing assignments.
- Completing the goals and notes spaces in a planner teaches students responsibility while also encouraging creativity.

## **Fewer Distractions**

- Tangible planners remove notifications and pop-ups that interrupt students' focus.
- Regularly recording written tasks helps students become independent of their devices.

## GET TO KNOW YOUR PLANNER:

Your school has chosen the Boulder planner. It helps teachers, parents, and students with features that are useful to all. Tailored to middle and high school students, the Boulder planner is a perfect way to teach your student preliminary time-management skills.

FEATURES		HOW YOUR STUDENTS WILL BENEFIT		
Weekly goals, study tips, reference pages, and SAT & ACT vocabulary words		Enables students to earn higher grades		
Subject headings, daily hall passes, and notes	-	Tailors planning to middle- and high-school needs		
This Week in History, Character Corner, and fun factoids	-	Helps students develop practical skills		



## PARENTS! HERE'S 3 SIMPLE STEPS TO HELP TEACH YOUR KIDS TIME MANAGEMENT:

Whether students are learning at home or in the classroom, the Boulder planner helps parents of middle and high school students as they help their students learn time management. Use the steps below for optimal results to make planning a habit in your household.

- **STEP 1:** Review the features of your planner listed above and locate them in your student's physical planner. These will help you familiarize with your student's planner and recognize focus areas for their daily planning habits.
- STEP 2: Implement the concepts in this guide to increase student engagement with their planners.
- **STEP 3:** Track student progress using your preferred form of record-keeping as well as in the comments section of your student's planner.

# HELPING YOUR STUDENT PLAN AND SET GOALS WITH THE BOULDER



## **GOAL SETTING**

Setting goals helps your child become a better student, athlete, or musician - or anything else they want to be! Encourage them to use their planner to help them reach their goals. Look at the next page to learn how students should use each section of their planner.

#### Decide What's Important

Goals are something important to your student. Ask them what they want to achieve this year.

#### 🙆 Make a Plan

With your student, decide what they need to do to reach their objectives and write it down. Make a plan for when your student will work on each. Goals take time.

#### **6** Follow Through

Help your student follow through with their plan. Find ways to reward them when they reach a goal.

#### 4 Make a New Goal

Make sure your student continues to work toward goals. Once one is complete, help them set another. Being a goal-oriented person can help your student succeed!

## STUDY SKILLS



#### **1** Set Goals

Ask your student to write down goals for their study habits. Then, help your student create a plan to achieve them. Examples include: Study one hour every day, hand in all homework on time, and read one book per week.

#### 2 Make a Study Area

Help your student set up a study area that is quiet and comfortable. Require that your student only study in there - all other activities must be done elsewhere. Remind your student that when they take breaks, it should be done away from the study area.

#### **3** Manage Your Time

Encourage your student to stick to the plans they make in their Boulder planner. Ask them to keep a to-do list in their planner and focus on the most important things first.

#### **4** Be Positive!

A positive attitude is key to student success. Ask your student what they learned at school each day to help them stay positive.

# YOUR STUDENT'S PLANNER

Your student's planner can help them succeed in school and everyday life! It is the place they should write down their homework, set goals, and track their habits. Their planner can also help teach them about how to be a good person. It is filled with many interesting facts about the world and can help students learn math, science, reading, and more!

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# STUDENT USERNAMES AND PASSWORDS

Parents, having a spot for your student's school usernames and passwords will help them accomplish their goals while learning from home.

ACCOUNT	USERNAME	PASSWORD