



SAC: “Planner Party”

How to best use your free SJ
Planner

Presentation by Mrs. Conetta



Hello!

I am Mrs. Conetta

I am here because I love to help people get organized and energized by the benefits of a well-used planner.

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A person's hand holding a pen over a document, with a yellow border and a quote.

“

“An hour of planning saves ten hours of doing.” - Dave Carnegie

Prepare. Plan. Personalize. Persist.

SAC GC Class Code: `h46jmzf`



Agenda



- Contents
- Features & Education Tools
- Personalization
- Planner Tips
- SAC Services & Location



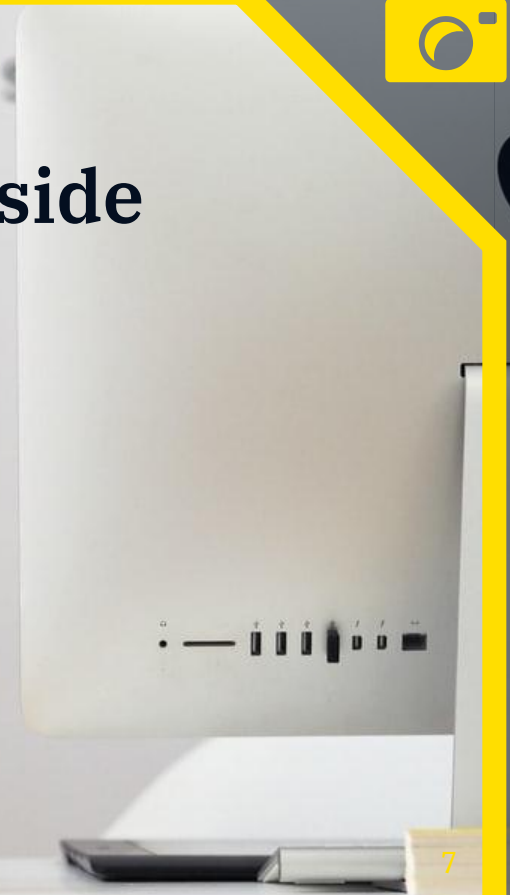
1. Planner Contents

Let's start with what is inside...





- ❑ **World Map & North American Geographical Abbreviation, inside cover**
- ❑ **Time Block Schedule, p.1**



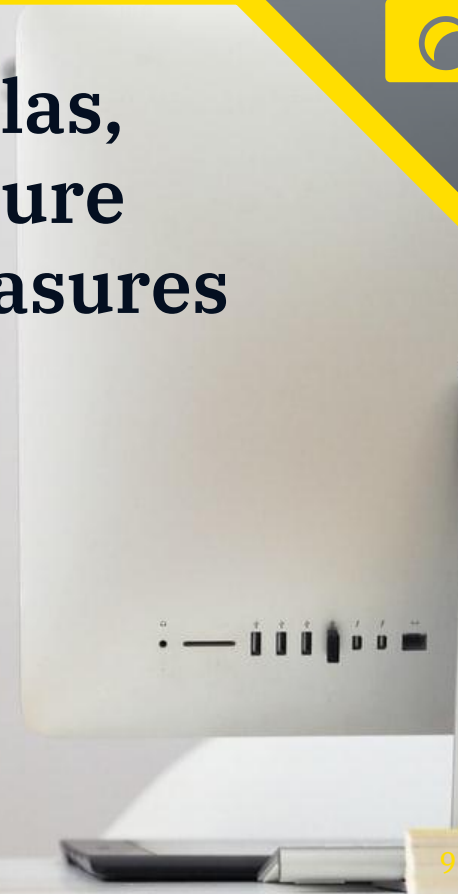


- ❑ **Notes, pp. 5-11**
- ❑ **Yearly Calendars 2021-23, p. 12**
- ❑ **Human Skeleton, p. 16**
- ❑ **Periodic Table of Elements, p. 17**



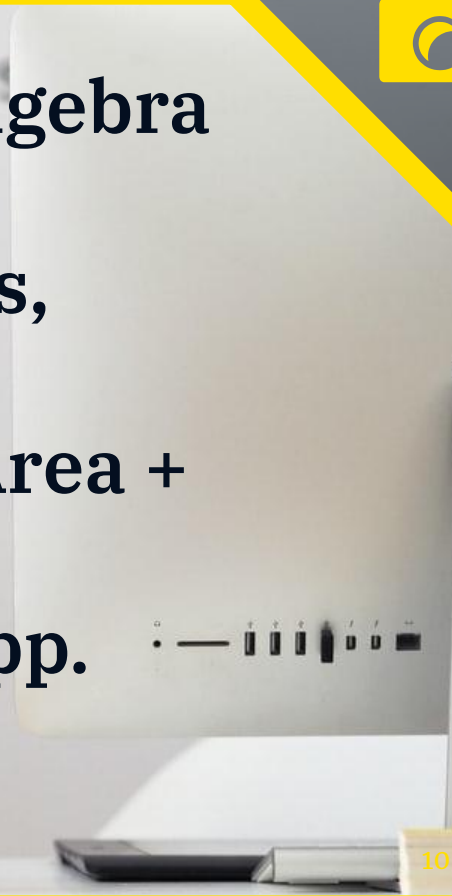


- ❏ **Science:** Physics laws & formulas, Metric Conversions, Temperature Conversions, and Weights, Measures & formulas, pp. 16-20





- ❏ **Math:** Square Roots, Algebra Symbols, Quadratic Formula, Math Symbols, Fractions + Percents, Multiplication Table, Area + Volume, Angles & Trigonometry Ratios pp. 21-26





❏ **Geography: World Map, US
Map, State & Capitals, pp.
27-28**





- ❑ **Language Arts: Punctuation Rules & Frequently Confused Words, pp.32**

Meet Your Planner

- ❑ **Organizational Goals: Plan with a Process & SMART Planning Goals, pp. 1-6**

- ❑ **Additional Resource Pages, pp. 136-155**



Find the right spot...

An open, quiet room or workstation helps you focus giving the space and mindset needed to be the boss.



Big concept

Use the month in advance
daily spaces & tips to your
advantage for stellar results.



Daily Planning Tips



TRAC

Think, Record, Act,
Check, p. 2



Fill in Important
Academic and Life
Events in Your
Month-at-a Glance



Daily Entries

Color Code and Abbreviate
Course Names, & Add tasks
& Due Dates. Cross of when
packed or submitted.

Time Circles

Fill in Circles to Represent time on a clock to :

- test how long assignments actually take
- for chunking work/studying into sessions
- for planning time smartly
- If are not sure how long your assignments take, try the activity on the next slide...

Time circles represent a clock.



hour



30 min.



45 min.



15 min.



10 min.

Time Scientist



Be a Time Scientist
Don't guess! Collect Data!

Task	My Guess/Estimate	How long it REALLY took

A low-angle, upward-looking photograph of several tall, modern skyscrapers with glass facades, set against a clear blue sky. The perspective creates a sense of height and scale. A thick yellow border is overlaid on the image, with a diagonal cutout in the top right corner.

2. Extra Support

Make an individual appointment with Mrs. Conetta, Mrs. Orendorf, or an NHS Tutor,
Utilize the SAC open, clean spaces, & or
attend small group sessions...



You can also come to the SAC Group Sessions from 2:30-3:30 pm

Every Monday

Collaborate with an NHS tutor and your peers to discuss your week at large and how to prioritize your time and how long tasks may take

Every Tuesday

Plan & Personalize your Month-at-glance and weekly calendar & read +apply tips and fun facts



Credits

Special thanks to all the people who made and released these awesome resources for free:

- Presentation template by [SlidesCarnival](#)
- Photographs by [Unsplash](#)
- Mardee Skylar, Executive Functioning Success in the Classroom Class Resources