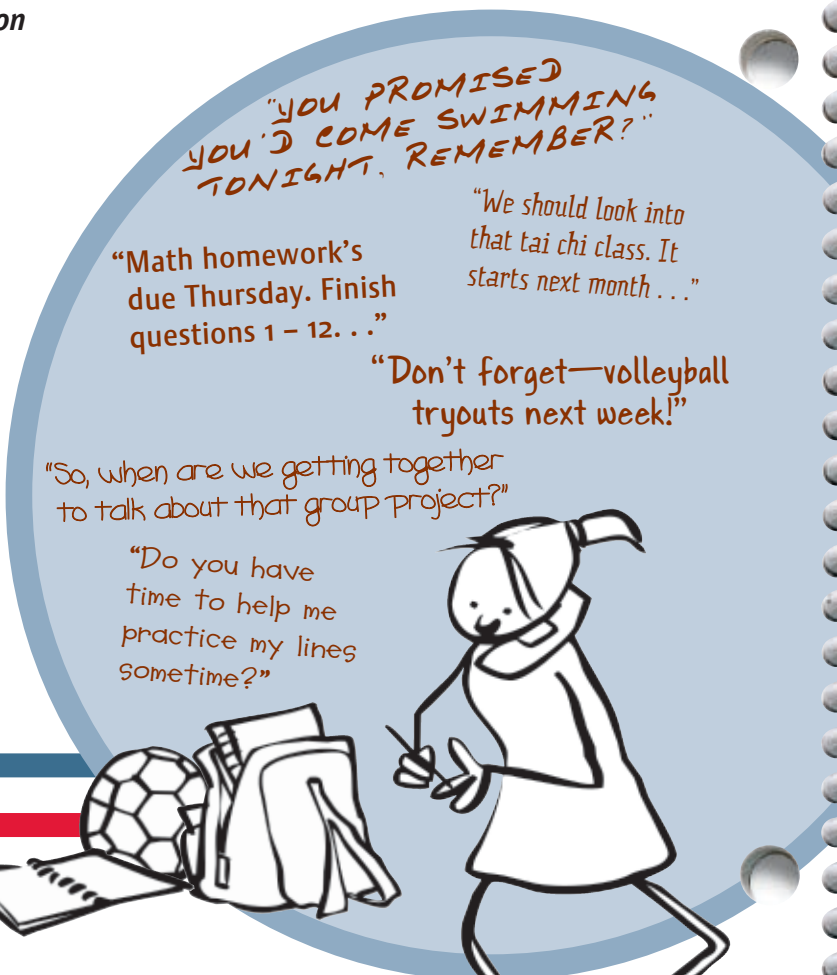


Goals to achieve. Homework to do. Procrastination to fight. A brilliant future to plan...

How do you remember it all—and get it all done?

Your agenda's been designed to help you do just that. The onTRAC® planning system is built right in. Your agenda's user-friendly layout and onTRAC's four easy steps will help you breathe a sigh of relief as you navigate through your hectic life:

Think, Record, Act, Check.



Think

At the beginning of each week and each day, **think**: **What's important right now?** Your agenda has "Think" space for you to jot down whatever you want to keep in sight and not forget.

- goal to work on
- plan to think through
- task to do sometime
- random great idea

Whatever's on your mind, grab a pen and get it down on paper!



Give your brain a break. If there's something you want to remember . . . **write it down!** You'll have less stress if you know it's on paper, and you'll free up your brain for more interesting and important things.



Record

Your agenda has space for you to **record** not just your thoughts, ideas, and plans, but also your **assignments, tests, projects, and deadlines**, as well as **scheduled events**.

Recording captures what you need to do, and when. It also keeps what you need to do **visible**.

- Record assignments on the date they're due.
- Record anything that will require your time on the days they will happen.
- Record any specific action plans or goal steps from your "Think" space.

Act

Besides knowing **what** you need to do, you also need to remember **when**. Use your agenda's after-school space to **schedule your time**.

Fill in time-bound events (like practices, meetings, or appointments) first. Also, block out daily homework time.

From there, you can fine-tune your schedule. Then, **act** on your plans!



math test

Socials project due

ask Mr. Dosanj for review q's



student council meeting

volleyball practice

group study for English

Check

Finally, the last step in onTRAC planning is **check**. Why look back?

- First, it lets you **review what you planned to do, to see if you actually did it**. Did you finish your homework and achieve your goals? If not, record them for next week.
- Second, it encourages you to **assess the process and how you did**. What went well, and what could've gone better? How can you improve for next time?
- Finally, it reminds you to **look back at everything you accomplished . . .** and enjoy the feeling of a job well done!



Start at the very beginning.

Once you know what you want to achieve, take the right steps to get there.



Plot out the key events that will make everything work out in the end. Create a storyboard to prioritize the scenes and put them in a logical order. Remember, if you forget to include certain scenes, or mess up the details, the story will be full of holes. To reach your perfect ending, you'll need to put first things first—and stick to your plan, scene by scene.



FEBRUARY 2011

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					



Think THIS MONTH'S GOALS, PROJECTS, IDEAS

GOALS

PROJECTS

IDEAS



THE 7 HABITS® TIP

This agenda is your storyboard for the year. So what are your priorities? Put first things first.

January 2011

Envision some of the key dates in your agenda this month. Visualize each event and sketch out the necessary details. How do you want these scenes to play out?



Record IMPORTANT EVENTS

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

It's hard to shoot a memorable scene when you don't have a good script to work from. A well-planned script enables you to shine because you know what to focus your creative energies on.

**SO WHAT ARE
YOUR PRIORITIES?**

1 New Year's Day

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17 Martin Luther King, Jr. Day	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Act

Prioritize! If you can't get it *all* done, make sure you get what's most *important* done.

Check

Did you stay focused on your priorities this month?



Dreams become reality ONLY after a number of smaller goals are reached along the way.

January 2011

What steps should you take **NOW** to achieve the future you envision?



Think THIS WEEK'S GOALS, PROJECTS, IDEAS

Handwritten notes and goals for the week, including a list of tasks and a small illustration of a calculator and papers.

JANUARY 2011

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NUTTY NUMBERS

The centillion (which has 303 zeroes, or 600 zeroes in Great Britain) is the largest non-abstract number recognized by mathematicians.

MY BEST BOOK

Handwritten title and author for the best book of the week.

THE 7 HABITS® BOOK OF THE WEEK:

IT'S OUR WORLD, TOO! BY PHILLIP HOOSE

Record TODAY'S TO-DO'S

Large grid for recording daily to-do's, organized by subject: LANGUAGE ARTS • READING, MATH, SCIENCE, SOCIAL STUDIES.

Act PLAN MY PRIORITIES

Time slot grid for planning priorities from 3:00 to 9:00.

Handwritten initials and comments for the priority planning section.



5 WEDNESDAY

DAY



6 THURSDAY

DAY



7 FRIDAY

DAY



8 SATURDAY

Record TODAY'S TO-DO'S

ASSIGNMENTS & TESTS

LANGUAGE ARTS • READING

MATH

SCIENCE

SOCIAL STUDIES

9 SUNDAY

Act PLAN MY PRIORITIES

4:00

5:00

6:00

7:00

8:00

9:00

P/T COMMENTS

INITIALS

3:00

4:00

5:00

6:00

7:00

8:00

9:00

P/T COMMENTS

INITIALS

3:00

4:00

5:00

6:00

7:00

8:00

9:00

P/T COMMENTS

INITIALS

Check

REVIEW AND REFLECT

✓ Did I finish my weekly goals and tasks?

→ Transfer any unfinished tasks to next week.