

## Utilize a Day Planner/Calendar

Daily Living Take Home Activity

Category: **DAILY LIVING**

**Activity:** Utilize a Day Planner/Calendar

**Description:** The objective of this assignment is to help you get organized and become more independent. Having your own day planner will allow you to depend more on yourself. Having and utilizing a day planner may help you to be better prepared for the world once you are out on your own.

**You may earn \$7.00 OF dollars for getting a day planner and utilizing it. You MUST show your phone/planner to your Youth Support Specialist (YSS).**

Total Dollars Earned:

\$
(ILP Use Only)

Notes:

<p>Notes:</p>
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Date: \_\_\_\_\_

Youth Signature	Date of Birth
Print Name (Youth)	Group Home (If Applicable)

<b>Receipt</b>
(ILP Use Only)

### **Why should I invest in a Day Planner/Calendar?**

First, a day planner will allow you to become more organized and learn how to structure your every day life. Secondly, knowing what you are going to do everyday will mean that you won't schedule more than one thing at the same time. Thirdly, you will be able to remember what appointments you have and what time they are at and ensure you don't set other appointments at the same time. A day planner helps to prevent stress and worry about something you may have otherwise forgotten. In addition to keeping up on your appointments, you can track your tasks as well. Finally, a phone calendar gives you the opportunity to keep your appointments with you at all times.

### **Day Planners**

There are many different brands of day planners and different ways to organize. For instance, some day planners are specific to academics while others are specific to certain professions such as realtors. Perhaps a general planner or academic planner may be more suitable for you.

Day planners can be found at many retail stores, but they are very common at office supply stores such as Office Max, Office Depot or Staples.

### **Phone Calendar**

Most smart phones nowadays include a calendar app to help organize your life.

When using your phone, don't forget that you can set reminders for the events so it will warn you when you ask it to ( you can choose to set a reminder away time from a few minutes before the event, up to a week before the event)



The most important thing is to use a personal organizer that best works for you.

Good luck!