

Online supplement to

The Organized Child

**An Effective Program to Maximize
Your Kid's Potential—in School and in Life**



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Creating Your Own Planner through a Print Shop

You can have a copy shop bind a planner relatively easily, so that you have a more durable, longer-lasting version than the handmade one described in the Appendix of the book. **You will probably need three of these planners for a school year of 180 days.** The Assignment and Test Calendar pages and the Daily Assignment Record (DAR) pages should both be visible when the binder is opened and lying flat, as shown below. A child will use this planner as follows: filling in the DAR for the day; then coming home and filling in items on the appropriate Assignment and Test Calendar; and, when these two tasks are done, tearing off the filled-in DAR page so that a new, blank one is ready for the next day.

Take 1 clean copy of each of the following forms to the copy shop:

- Daily Assignment Record (DAR), printed in landscape orientation.
- Assignment and Test Calendar, also printed in landscape orientation.
- Personal Calendar card, in one of the two formats presented in Chapter 9 of the book.
- Task-Planning Sheet.

On the next page are the instructions to provide.

Using a spiral binding (wire is more durable than comb) and heavy stock covers, assemble the planner so it looks like this:

- 3–4 copies of the Assignment and Test Calendar, with dates filled in for the next 3–4 months



Assignment and Test Calendar (A&TC)

Month: _____ What is due? Look to your daily assignment record

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Steps for Planning a Long-Term Assignment/Test <input type="checkbox"/> What steps do I need to take? <input type="checkbox"/> What stuff do I need? <input type="checkbox"/> How long will each step take? <input type="checkbox"/> Fit it in: Write the steps in your A&TC <input type="checkbox"/> Check it out: Is it done neatly and completely?
Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	
Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	Done? <input type="checkbox"/>	
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Spiral binding here
 Note: DAR pages should be printed on perforated paper for tearing off

Daily Assignment Record (DAR)

Date: _____

Subject	What is the homework?	What do I need to take home?	What do I need to take to class tomorrow?	Tests and long-term assignments		Afternoon schedule Write in 15- to 20-minute time slots below when you will likely be doing homework WHAT is there to do? (Check DAR & A&TC) HOW LONG will it take? WHEN can I fit it in? Started HW: _____ Earlyton time/date Finished HW: _____ Earlyton time/date
				Assignment	Due	
Done? <input type="checkbox"/>	_____	___ Worksheets ___ Workbook ___ Textbook ___ Notebook Other: _____	___ Worksheets ___ Workbook ___ Textbook ___ Notebook Other: _____			
Done? <input type="checkbox"/>	_____	___ Worksheets ___ Workbook ___ Textbook ___ Notebook Other: _____	___ Worksheets ___ Workbook ___ Textbook ___ Notebook Other: _____			
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Done? <input type="checkbox"/>	_____	___ Worksheets ___ Workbook ___ Textbook ___ Notebook Other: _____	___ Worksheets ___ Workbook ___ Textbook ___ Notebook Other: _____			
Announcements or special papers		___ Handouts Other: _____	___ Handouts Other: _____			

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- 75 copies of the DAR
- 1 copy of the Personal Calendar card (on card stock)
- 10 copies of the Task-Planning Sheet

1. Bind 3–4 copies of the Assignment and Test Calendar into the planner so they are visible on the left-hand side when the planner is open to the first DAR page. Be sure the current month is on top (see the diagram above).
2. Bind 75 copies of the DAR, printed on paper with a perforation at the top edge, so that they are visible on the right-hand side (see the diagram).
3. Bind the bottom edge of the Personal Calendar card, printed on card stock and cut to size, between the Assignment and Test Calendar and DAR pages (so that it's visible when the planner is open to the first DAR page).
4. Bind 10 copies of the Task-Planning Sheet into the planner underneath the Assignment and Test Calendar pages.