

# Planning Strategies for Students: Promoting Mental Wellness



## 1. Use Paper-Based Planning Tools

Planning on paper fosters **MINDFULNESS** in students. Paper planning tools remove the distractions caused by phones and digital devices and allow students to slow down and focus their thoughts. Nondigital planning solutions give students the physical and mental space they need to create intentional plans for their days and lives.

## 2. Record Homework and Deadlines

Make recording homework and deadlines a part of students' daily routine. Consistently recording important work and dates will help students stay organized, therefore **REDUCING STRESS**. Students can feel overwhelmed when assignments pile up. Planning helps them sort through their to-do lists, identify priorities, and break down large tasks. When students have a plan, they feel less stressed.

## 3. Break Assignments into Steps

**ANXIETY** is a feeling that plagues many students, and schoolwork can be a source of it. At times, students may feel overwhelmed by a project and not know how or where to start. Teaching them to use their planner to break down projects into manageable steps can be an effective strategy to overcome anxious feelings and help students move forward. Teaching students to break tasks into steps trains them to anticipate what they need to do, and the time it will take to do it. Planning shows students that they can control many aspects of their learning.

## 4. Set Realistic Goals

When students write homework in their planners, completing it becomes a goal. Teaching students to view homework as a goal helps reframe their thoughts. Homework is no longer something they have to do; it is a goal they can achieve. Each time students complete something recorded in their planner, it builds their **CONFIDENCE**, showing them that they are competent and in control.

## 5. Reflect on Planning Strategies

Time-management is a critical life skill that takes time to master! A planner is a way for students to monitor and assess their progress toward developing this skill. When students plan their projects, they start to gather data and can review which time-management strategies need refining. When students reflect on their planning strategies and adjust them to become stronger, they're practising a **GROWTH MINDSET**.

## 6. Share Planners with Caregivers

Paper planners are simple tools that ensure caregivers are informed and up to date on students' learning. As more schools choose to use digital methods to record homework, some caregivers are unable to access the resources they need to stay involved. When schools use planners to capture all assignments and due dates, caregivers can spend more time **HELPING STUDENTS** plan their time and work and less time looking for log-in info.