



PLAN:

Organization Strategy with Palm Handhelds or Pocket PCs

P

Plan your day

- Put your class timetable, work shifts, and appointments in your calendar

L

List your “To-Dos”

- Add all of the things you wish to accomplish in the To Do list - include
 - Homework assignments
 - Appointments to make
 - Chores
- Book time in your schedule for these tasks

A

Alarms

- Set alarms to remind yourself of
 - Appointments
 - Class times
 - Work
 - Time to take medication

N

Notes

- Use the **NotePad** or **MemoPad** to jot down information regarding assignments and tests/exams