



Nicola Maxfield

Student Planners for Success

Universal Design for Learning Edition

Nic Maxfield
All Brains Welcome

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Body Check



This toolbar is to remind you to:

- check your temperature: make sure you're not too hot or too cold
- remember to hydrate and have a snack
- go to the loo - yes, I see you, ADHD people!
- move every so often- just have a stretch and a wriggle and
- get some fresh air just for 20 minutes a day minimum

designed on a white background so you can use
your own colour paper to print on



M T W Th F S Su

[illegible]

3

Daily Planner



Brain Dump

Quick 5 min win

Focus

Body Check



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Daily Planner



To Do

Date _____

Appointments

☐	
☐	
☐	
☐	

Assignments

☐	
☐	
☐	
☐	

Calls to make

☐	
☐	
☐	
☐	

Emails to send

☐	
☐	
☐	
☐	

Body Check



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Daily Planner



To Do

Date _____

Appointments

☐	
☐	
☐	
☐	

Assignments

☐	
☐	
☐	
☐	

Do Today

☐	
☐	
☐	
☐	

Email Today

☐	
☐	
☐	
☐	

Call Today

☐	
☐	
☐	
☐	

Buy Today

☐	
☐	
☐	
☐	

Body Check



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Daily Planner



Date _____

Today's tasks

☐	
☐	
☐	
☐	

Don't forget!

☐	
☐	
☐	
☐	

Today's Schedule

☐	
☐	
☐	
☐	

☐	
☐	
☐	
☐	

Body Check



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Finding time to study



	Mon	Tue	Wed	Thur	Fri	Sat	Sun
7							
8							
9							
10							
11							
12							
1							
2							
3							
4							
5							
6							
7							

Daily Planner



Times	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7-8am	breakfast	breakfast	breakfast	breakfast	breakfast		
8-9am	Getting ready for school/nursery	Getting ready for school/nursery	Getting ready for school/nursery	Getting ready for school/nursery	Getting ready for school/nursery	breakfast	breakfast
9-10am	Uni lectures			Uni lectures		swimming	
10-11am	Uni lectures	work	work	Uni lectures	work	swimming	
11-12pm	Uni lectures	work	work	Uni lectures	work	Children to Grandparents	
12-1pm	Uni lectures	work	work	Uni lectures	work		
1-2pm	lunch	work	work	lunch	work		
2-3pm	Uni lectures			Uni lectures			TV time
3-4pm	Uni lectures			Uni lectures			TV time
4-5pm	Tea & activities	Tea & activities	Tea & activities	Tea & activities	Tea & activities		TV time
5-6pm						Collect Children	
6-7pm							
7-8pm	Bath & Bed time	Bath & Bed time	Bath & Bed time	Bath & Bed time			Bath & Bed time
8-9pm					Bath & Bed time	Bath & Bed time	
9-10pm							
10-11pm							

Organisation Checklist

☐	Laptop, fully charged & charger
☐	Snacks
☐	Water Bottle
☐	Wallet & phone
☐	Keys
☐	Pen & paper
☐	
☐	
☐	
☐	
☐	
☐	

It is worth packing your rucksack or bag the night before.



Body check:



Week Planner



MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

SATURDAY

SUNDAY



Week Planner



Priorities:

MONDAY

am

pm

eve

TUESDAY

am

pm

eve

WEDNESDAY

am

pm

eve

THURSDAY

am

pm

eve

FRIDAY

am

pm

eve

SATURDAY

am

pm

eve

SUNDAY

am

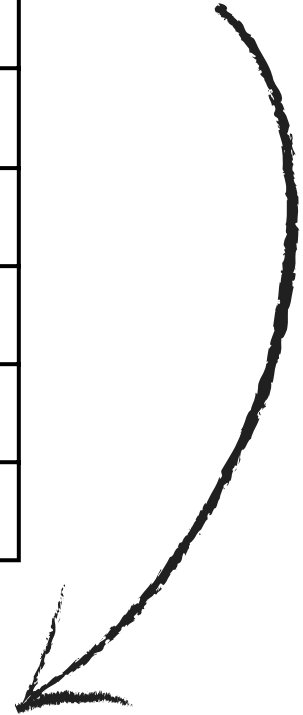
pm

eve

Prioritising



Due Date	Task



Do Today

☐	
☐	
☐	
☐	

Do Tomorrow

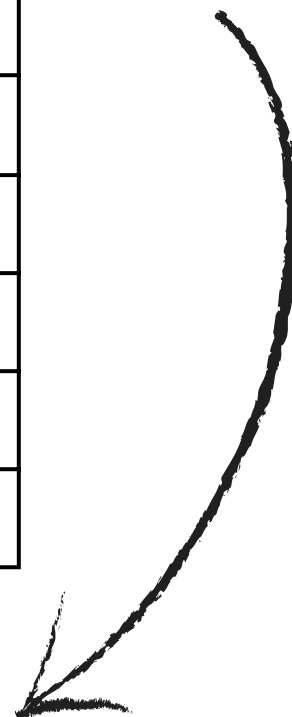
☐	
☐	
☐	
☐	

Body Check



Prioritising

Due Date	Task



What are your SMART Targets?

S	M	A	R	T
Specific Be clear what you want to achieve	Measurable Make sure you'll know when you've done it	Attainable Can be done with the time & skills available	Relevant Is of use	Time-based Has a clear deadline

Do Today

☐	
☐	
☐	
☐	

Do Tomorrow

☐	
☐	
☐	
☐	

Body Check



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Prioritising

Due Date	Task

Urgent

☐

☐

☐

☐

☐

☐

☐

Not Urgent

☐

☐

☐

☐

☐

☐

Body Check



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Brain Dump

Get it all down here

Do Now

Quick Wins

Hopeful



Creating tasks that you can complete.

Has a
clear deadline



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ESSAY Time Planner



Essay Title	Due Date
Learning Objectives:	

WEEK 1	WEEK 2
WEEK 3	WEEK 4
WEEK 5	WEEK 6

Cornell Notes



Lecture Date

Lecture title

Cues &
Questions

Notes

Summary

Reading



What do you want to find out?

Helps you
keep focus.

What is the source?

Title, author, date, journal etc.

What did the author(s) do?

What did the author(s) find?

What did the author(s) conclude?

Your thoughts

Reading



Keeping details of what you've read is really important, and keeping it all in one place will help you when you have to start to write your assignments. You'll be able to link the ideas together by using key words, examples are below.

Link/ Ref details & author	Facts/ key words – how have you used this in your writing?	Summary/ did found concluded
Edgar, D. & Stonehouse, G. (2011) <i>Business Strategy: An Introduction</i> . London: Bloomsbury. 	Competition Loyalty Switching brand	- The extent to which the price and performance of the substitute can match the industry's product: - Close substitutes with comparable performance and similar pricing pose a serious threat to an industry. - More indirect substitutes are less likely to have comparable price and performance.
Tippet, N., Baak, M., Johnson, B. and Sullivan, A. (2023) 'What is "fair" and "just" in refugee education? How teachers and school leaders negotiate competing discourses of "equity" and "equality" in Australia', <i>International Journal of Inclusive Education</i> , pp. 1–16.	Refugee Children Schools Inclusive equity 	- Research aimed to understand school interpretations and enactment of policies for refugee students. - Examined perspectives of school leaders and staff. - Employed a focused ethnographic approach and thematic analysis. - Captured nuanced insights into challenges and practices of inclusive education for refugee students.
Bearne, S. (2024) <i>Why is vintage audio equipment booming?</i> Available at: https://www.bbc.co.uk/news/article/s/clyjvn658n6o (Accessed: 31 January 2025).	Business Vintage Repair restore 	- Business is thriving, especially after the announcement of the for vintage repair shops and those selling old tech e.g. tapes rising trend in repairing old music equipment - Statista forecasts the global electronics repair service market will double in size from \$122bn in 2021 to \$240bn in 2033.

Author	Year	title	Place of publication & publisher	Summary of the theories	Analysis of the theories	Comparison with other theories
Mullins, L., J.	2019	Organisational Behaviour in the Workplace 12th ed	Harlow: Pearson	Kolb (1984) Concrete experiences > observe & reflect > Abstract conceptualisation > active experimentation >	Kolb (1984) Learning is continual, and not passive. Is it simplistic? Is culture recognised and reflected upon? Has now been expanded.	Gibbs (1988) • Can be used for any learning situation • builds on Kolb's cycle • has more stages • includes action plans & discussion • more effort needed Kolb (1984) • Can be used for any learning situation • More simplistic • Same basic steps as Gibbs (1988)

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What other theories can be linked?

Reading



Full Reference Details	Key words	Summary: Summary of the article (Did, Found, Concluded)

Essay Planning



Paragraph 1

P
E
E
E
L

Paragraph 2

P
E
E
E
L

Paragraph 3

P
E
E
E
L

Essay Planning



Title: Sociological Theories of Family

Point

Sentence starters

- One sociological theory of the family argues that...
- A key perspective on family structures is...
- Functionalist sociologists believe that...
- From a feminist perspective, the family can be viewed as...
- Marxist theorists argue that the family functions to...
- An important debate surrounding the family is...
- Sociologists differ in their explanations of...

Evidence

Sentence starters

- Talcott Parsons argues that...
- According to Karl Marx, ...
- Research conducted by... suggests that...
- Evidence from sociological studies demonstrates...
- For example, ...
- This theory is supported by...
- Statistical evidence indicates that...

explanation

Sentence starters

- This suggests that...
- This theory highlights the idea that...
- The significance of this argument is...
- This demonstrates how the family contributes to...
- Therefore, sociologists argue that...
- This can be interpreted as evidence that...
- As a result, the family is viewed as...

Evaluate

Sentence starters

- However, this perspective has been criticised because...
- A limitation of this theory is...
- In contrast, feminist sociologists argue that...
- Nevertheless, supporters claim that...
- This argument may overlook...
- Although this theory explains..., it fails to consider...
- Critics suggest that contemporary families are more diverse than...

Link

Sentence starters

- Overall, this supports the view that...
- Therefore, this theory helps explain...
- This directly relates to debates about...
- Consequently, sociologists continue to debate...
- This highlights the changing role of the family in society.
- Ultimately, this demonstrates that...
- The next perspective offers a contrasting explanation of...

Paragraph Planner



Title:

Point

Evidence

Explain

Evaluate

Link

