

# How to use your new planner!

Thank you for purchasing my homeschool planner. I hope that you find this helpful in preparing for the year ahead. If you have any feedback, please let me know.

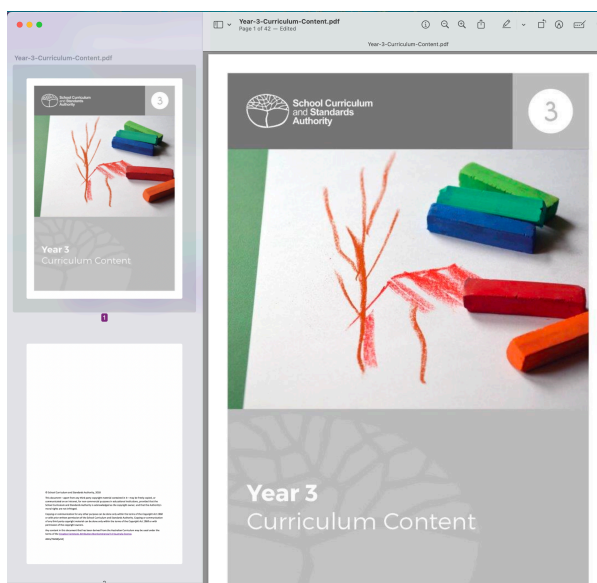
## 1. Import/Open your planner template into your preferred notes program.



*I love Notability, but GoodNotes is a close second. For this guide, I'll use Notability, but the steps will be the same no matter what app/device you're using.*

## 2. Collect your curriculum information & divide into subjects.

1. First thing I did was to download this years curriculum for my girls (who are in year 3 this year). You can download these by year level (for us its WA primary school <https://k10outline.scsa.wa.edu.au/home/pre-primary-to-year-6.>)



2. Split the one huge curriculum PDF you've just downloaded into 8 pieces. To do this, I used The preview app on my apple Mac:
  - Select the pages in the pdf for one of the subjects (eg English), Control+X (to cut)
  - File > Create new from clipboard. This will copy the 2 English pages to a new PDF document, which you can then save separately to your desktop.
  - Repeat for all subjects and delete the obsolete pages. You should have 7-8 PDF documents for each of the subjects
3. Inside your planner, you'll see that sections 1-8 are the subjects. Each of these has a summary page, after which I inserted the relevant curriculum pages from the WA gov website. To do this, I used airdrop to send the English pdf to my iPad, opened with Notability and imported it into an existing note. This will automatically add this to the end of the note, but can be re-arranged easily by dragging.

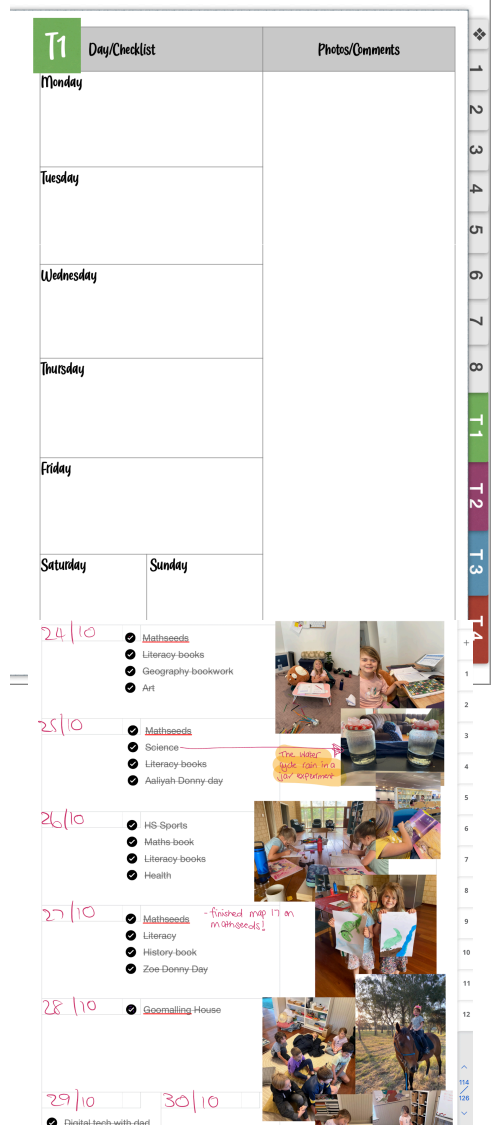


## 5. Daily checklist

This template is your main reference day to day. I use what I blocked out on the routine to create a checklist of tasks to do each day which I type out instead of writing by hand so I can duplicate it. Notability has a great checklist function where you can mark things as complete.

Right alongside the checklist on each day, I use the space to put photos from our week. If a particularly big event comes up, there is a separate page for more photos or extended notes, but week to week this has been more than enough. Make it your own too! Use the highlighter tool, draw arrows, use it like you would a paper planner! See screenshot below of a week spread in planner from October last year.

\*Since this is undated, you'll need to write the date for each day. I made this part of my weekly routine on Sundays, creating a new blank view (or duplicating last weeks if it was the same) and putting the correct dates on. Then each day I only needed to add some photos, tick things off the list and write a few notes!



## 6. Blank notes

Since some events or notes need more room than the week view, I've created a blank notes page for photos and notes at the bottom. Duplicate this as needed between the weeks. (Don't forget to date the top!)



