**Planning**

**Module Companion**

**Directions:** *Answer the questions or do the activity in each box that corresponds to the Planning module.*

**Planning is an important part of being organized. It helps us get things done and always have what we need. One way to plan for the next day is by getting things ready the night before. Think about what you will need for your day tomorrow and write them down. Keep in mind what classes you may have, work, the weather, or any event you may have.**

**How can planning make your life easier?**

**There are six steps to planning. They are looking at the time, cost, location, transportation, and materials you may need. The final step is to think about a Plan B if something changes and your first plan doesn’t work for some reason. All types of activities require planning including cooking a meal, attending a sporting event, having people over, or going out to a movie with friends. Pick one of the activities above and write up a practice plan below.**

**What types of activities do you currently plan?**

**What might happen if you don’t plan for activities coming up?**

**Think of 3 ways you can plan better throughout your day and write them down.**