

How to Boost your Time-management Skills using Ken's Study Planner?

Ken's Study Journey Audio Article Script (English)

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<https://www.kenstudyjourney.com/planner/>

Note: You can report English pronunciation errors in this audio by sending me an email to ken@kenstudyjourney.com

I am a Chinese student, so my English pronunciation may be wrong. Please excuse. This is because I didn't study well in the past, but I overtook others quickly in recent years.

Your email should include: The exact time of the error, words/sentences with errors and an audio with correct pronunciation.

Hi guys! This is the Ken's Study Journey audio article. How to Boost your Time-management Skills using Ken's Study Planner?

I am Ken, a Chinese A Level student. Welcome aboard Ken's Study Journey productive and diligent study pathway and train.

Ken's Study Planner integrated daily goals checklist, projects and events trackers, schedule and checklists. I always use it to boost my time-management skills.

I use it to plan my study and exams, manage my daily goals, lessons and items checklists, and so on.

Since I am a student with programming skills, I have made my website and this web-based Planner app to solve my planning difficulties.

Today, I am going to teach you how to use my Study Planner web app to boost your time-management skills. Follow me!

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Before starting my tutorial, let's introduce Ken's Study Planner itself, including its features and benefits.

Initially, at the beginning of 2021, my Study Planner was previously called "Personal Management" which could only be used by myself.

The reason why the Study Planner was not available to the public is that it had not only insufficient features but also potential security issues.

Then, in July 2021, I generated a name "Study Planner" and opened it to the public for registration so that everyone around the world can sign up and use it.

Now, there are approximately 30 users on the Study Planner. A major source of users comes from China, plus some users in Singapore, South Africa and Australia.

In other words, it will probably be one of my successful projects.

Here, there are some benefits on the planner. For example, dark/night mode is supported, intuitive interface, no apps required, free forever, supports IPv6 networks, and has English and Chinese versions.

While I am studying, I take my free time to make this app to help me plan my study easily. It is completely free and this is similar to volunteering.

It is like Hurricane Electric, a global Internet backbone company that also provides free services including free IPv6 TunnelBroker and computer networking tools.

[Music Changes between 2 major sections]

Now, I am gonna teach you to sign up for and initialise your planner.

My study planner is on planner.kenstudyjourney.com (Planner dot Ken Study Journey dot com). You can click the link to open the app.

Be sure to bookmark the website and remember the web address. You will need to use it every day to see and update your status.

Internet Explorer is not supported on Ken's Study Planner. Please use the latest browsers like Chrome, Firefox, Microsoft Edge and Safari

Scroll down and click "Sign Up" button. Read the privacy notice carefully and click "Agree and Continue".

Fill in your details such as email address, password and name or nickname. Check your email inbox and fill in your verification code. Then click "Sign Up".

After that, click "Sign in" button and sign in to your account.

Click "Daily Goals Checklist" on the sidebar. Then click "Set/Modify Goals".

Fill in your daily goals for this month, then click "Submit". You can refer to my daily goals, at kenstudyjourney.com/goal (Ken Study Journey dot com slash Goal).

To make your goals achievable, you can start your new goals with the smallest amount (e.g. read books for just 5 minutes a day). Then you can increase them every month.

You need to set goals every month. You can adjust your goals when necessary.

You also can fill in some emojis throughout the planner if you want.

Remember to fill in your goals situations every day after setting your goals.

Then, you can fill in your projects, such as your homework or EPQ project, plus some books you have been reading.

Click the "Projects & Reading Tracker" on the sidebar. Then click the "Add" button, fill in the names and the dates of deadlines. You also can fill in the total pages or questions in advance.

Then you can fill in your events.

There is special a feature on the Study Planner that counts and displays the Days Left until your next exam or event.

It is similar to Calendar, but you can use both Planner and Calendar simultaneously.

A new feature on my Planner is the schedule and lessons feature.

It displays your next event and lesson based on your schedule. This is similar to the announcement on the underground (e.g. "The Next Lesson is Mathematics").

Just fill in the time and name. If it is a lesson, you can tick the checkbox.

You need to set up your schedule literally from Monday to Sunday, but you can reuse other day's schedule using the drop-down box on the top and then modify it.

By the way, you can glance at your lessons in the next few days on the "Lessons" tab.

The last initialisation step is to fill in the checklists.

Click the "Checklists" on the sidebar, and then click "Add New ..." button. Fill in the name (e.g. Morning Routine, Items Checklist for Going to School) and the items. Then click "Submit".

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After setting up your Planner, you need to use it on a daily basis to track your study progress.

You can see your status immediately on the home page.

In the new version, the colours change according to your situation.

Every evening before sleeping, you need to fill in whether you have achieved your daily goals.

If you forgot to fill in the checklist, you will see a red notice, like the image below, and you can choose a date to fill in later.

At the end of each month (or at any time), you can use the monthly summary feature to view your achievement rate for each goal.

Remember, you need to set your goals every month.

You can see your upcoming projects on the "Projects & Reading Tracker" page as well as their progress bars. Projects with less than 7 days left will be marked as orange, and projects with less than 3 days left will be marked as red.

Then you can see the calendar and the days left until your next exam, competition and activity on the "Events" page.

You also can check your schedule and lessons. The current event or lesson is highlighted in blue or green.

Use the checklists when you are packing bags and luggage, or completing morning and evening routines.

Tick the boxes and it will be automatically saved to my servers in real time. You can just click "Reset Checkboxes" to clear the ticks.

You can simultaneously use the Planner on multiple devices like laptop, iPad and phone and open the checklists. They are synchronised in real time.

You also can toggle the Dark Mode at the bottom of the menu.

On some devices, if you choose "Auto", it will use your system settings.

In order to enhance your account security, you also can enable Two-factors Authentication on your account in Settings.

You can use Email and Google Authenticator as your authentication methods. This is optional, but it can enhance your account security.

On iOS/iPadOS 15 and macOS Monterey or later, they have their built-in authenticator. It has the same function as Google Authenticator.

You also can enable login reminder emails and manage your login devices.

In addition, you can change the calendar start day between Sunday and Monday in Settings.

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These are the tutorial for using my Study Planner. I hope you can use it and boost your productivity and time-management skills.

If you want to boost your time-management skills, reduce procrastination and sign up today for free.

Once you have set up your planner, you will significantly boost your productivity.

You can sign up and use at planner.kenstudyjourney.com (Planner dot Ken Study Journey dot com).

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These are the setup and decorations of my bedroom. I hope you can enjoy it and study productively with my suggestions.

Thanks for listening and following my study journey! You can share and recommend this article to your friends and classmates if you wish.

If you want to learn more about my study tips and get some useful resources, please go to my website kenstudyjourney.com (Ken Study Journey dot com).

If you want to receive my latest articles, study tips, and news, please subscribe to my email newsletter on kenstudyjourney.com/newsletter (Ken Study Journey dot com slash Newsletter).

See you at next article. Bye!