



HAMMOND  
& STEPHENS<sup>®</sup>

student

# Planner

# PLANNING the ROAD to SUCCESS

A good plan is like a road map: it shows the final destination and usually the best way to get there.

*H. Stanley Judd*

## This Book Belongs to:

Name

Address

City

State

Zip

Phone

School Name

Student  
Number

Homeroom

## In Case of Emergency Notify:

Name

Address

City

State

Zip

Phone

Physician

Physician's  
Phone

## Instructions for Proper Use of This Book:

		Assignment	
	Subject	Date	Due
Monday	Reading	1	3 Done <input type="checkbox"/>
	Math		4 <input type="checkbox"/>
	English	2	<input type="checkbox"/>
	Spelling		<input type="checkbox"/>
	Science		<input type="checkbox"/>

- 1 Enter the current date.
- 2 Write in the assignment.
- 3 Record the due date as needed for each class.
- 4 When the assignment is completed, mark the "Done" box.

Included are weekly notes and hall passes to help organize your school activities.

# On My Way to Success

**Doing well** in school and other activities usually isn't a result of "luck." Doing well is a result of planning. **Planning** is organizing. It's putting yourself in the **driver's seat**. Planning is taking control of the **steering wheel** of your life.

- Set realistic goals for school, sports, and your personal life.
- List your goals in order of importance.
- Draw up an action plan for each goal.
- Set reasonable time limits.
- Think of yourself as an achiever. Go for it!
- Reward yourself when you reach your goals.
- Start working on your action plan **NOW**.
- Show your goals to your family members.

## Personal Goals

Fall Goals	Progress
Winter Goals	Progress
Spring Goals	Progress
Summer Goals	Progress

## Student Planner Tips

- Record homework on the date it is assigned.
- Record tests and projects on the date they are assigned and the date they are due.
- Write a reminder about upcoming events, sports, and parties; put the reminder on the date when the event will occur.
- Do work that's most important first.
- After each assignment is completed, check the "Done" box.

# Homework and Studying

- Before you leave school each day, check your planner and be sure you have all the books and materials you will need for that day's homework.
- Try to study at the same time and the same place every day.
- If you're going to study for a long time, take regular breaks (stand up, stretch, get a drink of water, etc.). Don't take longer than five or ten minutes.
- If you have a big test or project coming up, don't put off all the work until the night before. It's better to work at it regularly for several days.
- Break big projects down into smaller pieces. List the pieces in order, and work at them one at a time.
- Study DOs: fresh air, plenty of light, quiet, all materials/supplies in one place.
- Study DON'Ts: radio, noise and distractions, overly comfortable chair, bed, hunger, or sleepiness.



## Tests

- Get plenty of sleep and eat a good breakfast before the test. Show up on time and with everything you need to get started.
- Before you do anything else, put your name on the test and read ALL directions. If you don't understand something, ASK.
- Keep track of your time. Don't spend too much time on any one question or section.
- Read all questions carefully, and don't change your answers unless you have a very good reason to do so. Your first guess is usually right.
- Answer the easiest questions first.
- Look for answers or reminders in other test questions.
- Try to think of the answer before looking at the choices given. Read all choices before answering.
- Even if you don't know the answer, write what you do know, and always show your work. You may, at least, get some points.
- If you have time, double-check your answers before you turn in the test. Make sure all answers are neat and complete.
- When you get the test back, find out the right answers to any questions you missed. Make sure you understand why your answers were wrong.



# Assignment

		Subject	Date	Due	
Monday	Reading				Done <input type="checkbox"/>
	Math				<input type="checkbox"/>
	English				<input type="checkbox"/>
	Spelling				<input type="checkbox"/>
	Science				<input type="checkbox"/>
	Social Studies				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
		Subject	Date	Due	
Tuesday	Reading				<input type="checkbox"/>
	Math				<input type="checkbox"/>
	English				<input type="checkbox"/>
	Spelling				<input type="checkbox"/>
	Science				<input type="checkbox"/>
	Social Studies				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
		Subject	Date	Due	
Wednesday	Reading				<input type="checkbox"/>
	Math				<input type="checkbox"/>
	English				<input type="checkbox"/>
	Spelling				<input type="checkbox"/>
	Science				<input type="checkbox"/>
	Social Studies				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



# Assignment

		Subject	Date	Due	
Monday	Reading				Done <input type="checkbox"/>
	Math				<input type="checkbox"/>
	English				<input type="checkbox"/>
	Spelling				<input type="checkbox"/>
	Science				<input type="checkbox"/>
	Social Studies				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>
		Subject	Date	Due	
Tuesday	Reading				<input type="checkbox"/>
	Math				<input type="checkbox"/>
	English				<input type="checkbox"/>
	Spelling				<input type="checkbox"/>
	Science				<input type="checkbox"/>
	Social Studies				<input type="checkbox"/>
					<input type="checkbox"/>
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		Subject	Date	Due	
Wednesday	Reading				<input type="checkbox"/>
	Math				<input type="checkbox"/>
	English				<input type="checkbox"/>
	Spelling				<input type="checkbox"/>
	Science				<input type="checkbox"/>
	Social Studies				<input type="checkbox"/>
					<input type="checkbox"/>
					<input type="checkbox"/>



# Weights and Measures

## STANDARD

## METRIC

### Linear Measure

foot (ft)	12 inches
yard (yd)	3 feet
rod (rd)	5½ yards
mile (mi)	1,760 yards = 5,280 ft
furlong (fur)	40 rods = 660 ft
statute mile (mi)	8 furlongs
league (l)	3 miles

centimeter (cm)	10 millimeters
decimeter (dm)	10 centimeters
meter (m)	10 decimeters
dekameter (dam)	10 meters
hectometer (hm)	10 dekameters
kilometer (km)	10 hectometers

### Square Measure

sq foot (ft <sup>2</sup> )	144 sq inches
sq yard (yd <sup>2</sup> )	9 sq feet
sq rod (rd <sup>2</sup> )	30¼ sq yards
acre	4,840 sq yards
sq mile (mi <sup>2</sup> )	640 acres
township	36 sq miles

sq centimeter (cm <sup>2</sup> )	100 sq. millimeters
sq decimeter (dm <sup>2</sup> )	100 sq. centimeters
sq meter (m <sup>2</sup> )	100 sq. decimeters
sq dekameter (dam <sup>2</sup> )	100 sq. meters
sq hectometer (hm <sup>2</sup> )	100 sq. dekameters
sq kilometer (km <sup>2</sup> )	100 sq. hectometers

### Cubic Measure

cu foot (ft <sup>3</sup> )	1,728 cu inches
cu yard (yd <sup>3</sup> )	27 cu feet
board foot	144 cu inches
cord (cd)	128 cu feet

cu. centimeter (cm <sup>3</sup> )	1,000 cu. millimeters
cu. decimeter (dm <sup>3</sup> )	1,000 cu. centimeters
cu. meter (m <sup>3</sup> )	1,000 cu. decimeters

### Liquid Measure

pint (pt)	2 cups
quart (qt)	2 pints
gallon (gal)	4 quarts
barrel (bar)	3 ½ gallons

centiliter (cl)	10 milliliters
deciliter (dl)	10 centiliters
liter (l)	10 deciliters
dekaliter (dal)	10 liters
hectoliter (hl)	10 dekaliters
kiloliter (kl)	10 hectoliters

### Weights

dram (dr)	27 <sup>1</sup> / <sub>32</sub> grains
ounce (oz)	16 drams
pound (lb)	16 ounces
hundredweight (cwt)	100 pounds
ton (t)	20 hundredweight

centigram (cg)	10 milligrams
decigram (dg)	10 centigrams
gram (g)	10 decigrams
dekagram (dag)	10 grams
hectogram (hg)	10 dekagrams
kilogram (kg)	10 hectograms
quintal	100 kilograms
ton (t.)	10 quintals

### Dry Measure

quart (qt)	2 pints
peck (pk)	8 quarts
bushel (bu)	4 pecks
barrel (bar)	105 quarts

### Time Measure

minute (min)	60 seconds
hour (hr)	60 minutes
day	24 hours
week (wk)	7 days
calendar month	30 days
year (yr)	12 months
common year	365 days
leap year	366 days
century	100 years

# NORTH AMERICA



## UNITED STATES

Capital: Washington, D.C.

STATE	CAPITAL	STATE	CAPITAL	STATE	CAPITAL
AL	Alabama ..... Montgomery	ME	Maine ..... Augusta	OR	Oregon ..... Salem
AK	Alaska ..... Juneau	MD	Maryland ..... Annapolis	PA	Pennsylvania ..... Harrisburg
AZ	Arizona ..... Phoenix	MA	Massachusetts ..... Boston	RI	Rhode Island ..... Providence
AR	Arkansas ..... Little Rock	MI	Michigan ..... Lansing	SC	South Carolina ..... Columbia
CA	California ..... Sacramento	MN	Minnesota ..... St. Paul	SD	South Dakota ..... Pierre
CO	Colorado ..... Denver	MS	Mississippi ..... Jackson	TN	Tennessee ..... Nashville
CT	Connecticut ..... Hartford	MO	Missouri ..... Jefferson City	TX	Texas ..... Austin
DE	Delaware ..... Dover	MT	Montana ..... Helena	UT	Utah ..... Salt Lake City
FL	Florida ..... Tallahassee	NE	Nebraska ..... Lincoln	VT	Vermont ..... Montpelier
GA	Georgia ..... Atlanta	NV	Nevada ..... Carson City	VA	Virginia ..... Richmond
HI	Hawaii ..... Honolulu	NH	New Hampshire ..... Concord	WA	Washington ..... Olympia
ID	Idaho ..... Boise	NJ	New Jersey ..... Trenton	WV	West Virginia ..... Charleston
IL	Illinois ..... Springfield	NM	New Mexico ..... Santa Fe	WI	Wisconsin ..... Madison
IN	Indiana ..... Indianapolis	NY	New York ..... Albany	WY	Wyoming ..... Cheyenne
IA	Iowa ..... Des Moines	NC	North Carolina ..... Raleigh	PR	Puerto Rico ..... San Juan
KS	Kansas ..... Topeka	ND	North Dakota ..... Bismarck		
KY	Kentucky ..... Frankfort	OH	Ohio ..... Columbus		
LA	Louisiana ..... Baton Rouge	OK	Oklahoma ..... Oklahoma City		

## United States Facts

### Total Land Area

3,531,822 sq mi

### Northernmost Point

Point Barrow, Alaska

### Southernmost Point

Ka Lae, Hawaii

### Easternmost Point

West Quoddy Head, Maine

### Westernmost Point

Attu Island, Alaska

### Longest River

Missouri, 2,540 mi

### Highest Mountain

Mt. McKinley, Alaska, 20,320 ft

### Lowest Point

Death Valley, California, -282 ft

### Deepest Lake

Crater Lake, Oregon, 1,949 ft

### Longest Bridge Span

Verrazano-Narrows, New York, 4,260 ft

### Tallest Building

One World Trade Center,  
New York, NY, 1,776 ft

### Largest Building

Boeing's 747 plant,  
Everett, WA, 472,000,000 cu ft

### Tallest Structure

T.V. Tower, Blanchard, ND, 2,063 ft



NOT FOR REPLICATION

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**Weekly Student Planner**

- 7" x 11"
- 96 Pages
- Undated



MADE IN USA

