



IOWA STATE UNIVERSITY
Extension and Outreach

4-H YEARLY PLANNER AND RECORD KEEPING

The purpose of 4-H record keeping is to teach how to keep records, which is an important life skill. Record keeping is an ongoing process that does not end when the 4-H year ends. You are encouraged to select a format and process that meets their needs and their learning style. Using a yearly planner is one you may choose to track the progress you're making towards your goals as a part of your annual record keeping system.

OBJECTIVES FOR 4-H RECORD KEEPING

- To learn how to set goals, make action plans, and determine how well you did.
- To learn the skills of record keeping such as organization, planning, and decision-making.
- To learn to communicate and summarize.
- To learn responsibility by completing a task.
- To evaluate information and personal skills for future resumes and applications.
- Guidelines for 4-H Record Keeping.

All 4-H members are encouraged to develop a record keeping system that includes:

- Record keeping for one or more project areas.
- Summary information of their participation in 4-H experiences.
- Yearly self-evaluation and/or a member-mentor conference.

In 4-H, using a record keeping system is a recommended practice for tracking participation, goals, achievements, and reflections throughout your 4-H journey. Your record keeping system can be referred to when writing award applications, resumes, scholarship applications, or preparing for meetings or speeches. A record keeping system can help you clearly communicate and share your learning experiences.

We encourage all 4-H members to make record keeping a part of their 4-H experience. Many 4-H alumni cherish their records for the memories they hold, the achievements they preserve, and for the life skills they helped them develop.

THE 4-H YEARLY PLANNER

This planner is one option for 4-H members to meet the objectives of 4-H record keeping while developing their personal time management skills. Each month includes:

- A monthly calendar to plan 4-H club and project area activities and note deadlines.
- Project area check-in to track project area goals and progress.
- A monthly reflection to guide self-reflection.
- A monthly club meeting notes page to record important details and engage in club experiences.

Developed in 2021 by Bonnie Dalager. Edited by Dr. Cayla Taylor, Mike Anderson, Mitchell Hoyer, Iowa 4-H Youth Development Program, Iowa State University Extension and Outreach. Design template by Emerge Marketing Solutions. Graphic design by Bonnie Dalager and Shayla Lien. Developed with support from the Iowa 4-H Foundation.

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4H 5010 August 2021



In 4-H, you can practice effective time-management skills. One way to manage your time and responsibilities is to keep a calendar. You can use the calendars provided to make note of your club meetings, workshops, or set aside time to work on your project area learning. You can make note of important deadlines on your calendar as well.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY

THURSDAY	FRIDAY	SATURDAY	NOTES


..... PROJECT AREA CHECK-IN

In 4-H, you set your own goals for project area learning. You can set your goals for the full year in advance or one month at a time. For each of the 1-4 project areas you chose to track in your planner this year, write up to three goals for this month. This could include learning something new, participating in an event, trying a new skill, or sharing what you learned with someone. Later, make a note of what you did and what you learned.

PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)

THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)


THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)

THIS MONTH I LEARNED:



PROJECT AREA:

WHAT I PLAN TO LEARN / DO (GOALS)




THIS MONTH I LEARNED:









..... MONTHLY REFLECTION

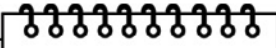
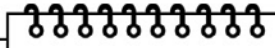
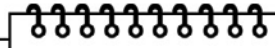
I PARTICIPATED IN...


SCHOOL 	HOME 	COMMUNITY 


 **I HELPED OTHERS BY:** 


 **I LEARNED THESE NEW SKILLS:** 


Reflecting on our goals, activities, and achievements is an important life skill. Consider using these pages to reflect on what you did and what you learned. What did you do this month to reach your goals? What did you learn about the project area or about yourself by doing these things? How will you use this in next month's activities or in the future? Remember, you can track your progress by writing, drawing a picture, or in any way that works best for you!

 I AM GRATEFUL FOR: 	 I AM PROUD OF: 	 I COULD IMPROVE BY:
--	--	---

I WANT TO LEARN: 







MY NEXT STEPS





CLUB MEETING

I ATTENDED: ● YES ● NO

DATE: _____

HOST: _____

LOCATION: _____

CLUB ACCOUNT BALANCE:

\$ _____

FRIENDS I CONNECTED WITH:

FUN FACT I LEARNED ABOUT A FRIEND:

IMPORTANT DATES & REMINDERS:



RECREATION/GAME: ● ●

EDUCATIONAL ACTIVITY: ● ●

DOODLE ZONE



DECISIONS MADE:



NEXT MEETING

ACTION ITEMS:



