

Weekly Planner

Planning

- ** Use only one planner or organizer.
- ** Write everything in pencil.
- ** At the beginning of each week, hold a personal planning session to plan your week. Also, at the start of every day set aside 15 minutes to plan.
- ** Review the upcoming days to see what needs to be prepared and determine what, if any, things you can do today.
- ** Write down everything that is a firm commitment. If something falls through, refer to your list of prioritized tasks on the back of your planner.

Name: _____

Week: / to /

Time Management Tips

- ** Think of school as a full-time job (i.e. 8:00 a.m. to 5:00 p.m.). Dedicate these hours solely to schoolwork. By following this rule, after 5:00 *should* allow for personal time.
- ** If you review material within one hour after class, you will retain 83% of the material. A quick 10 min. review at the end of the day keeps the retention at 83%. Another 10 min. review after one week continues to keep the retention at 83%. A fourth additional 10 min. review after one month keeps the retention at 83%. You need to review 17% carefully. (NOTE: If you do not review, the retention goes down to 43% within one hour, 21% after one day and stays at 21% after one week and one month). Have you scheduled in the time when you'll study specific subjects?
- ** Use the idle time between classes wisely, even if it's only 5-10 minutes by studying notes or flash cards.

Sunday <input checked="" type="checkbox"/>	Monday <input type="checkbox"/>	Tuesday <input type="checkbox"/>	Wednesday <input type="checkbox"/>	Thursday <input type="checkbox"/>	Friday <input type="checkbox"/>	Saturday <input type="checkbox"/>
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What did I do well in following my plan today?

Where did I stray from following my plan today?

How can I be a better steward of my time tomorrow?

