

My Weekly Planner for the Week of \_\_\_\_\_

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8-9am							
9-10am							
10-11am							
11-am-12pm							
12-1pm							
1-2pm							
2-3pm							
3-4pm							
4-5pm							
5-6pm							
6-7pm							
7-8pm							
8-9pm							

## How to Plan Your Week

1. Enter in all your class and lab times.
2. If you have a part-time job enter your work schedule for the week (be sure to block out the time it takes you for travel to and from your job).
3. Next, if you know of any family, friends, or volunteer commitments you have for the week, enter those on your schedule.
4. Now, think about what assignments/homework/studying/review you need to do this week. Enter in what school work you will do at what time.
5. Finally, be sure to keep your schedule balanced! You need to have time for yourself as well (this could be watching your favorite show, going to the gym, spending time with friends etc.).

**You can plan your schedule a full week in advance or you can plan 2-3 days at a time, whatever you feel more comfortable doing.**

**\*TIP: Color code your schedule to easily keep track of school related versus personal items. It can make your schedule look less overwhelming.**

## Setting Priorities

At the start of the week, look at your planner/agenda/monthly calendar and see what all you have to do for the week. During busy weeks, it helps to schedule tasks by the hour; a weekly schedule can help with this.

You can categorize and prioritize the things you have to do in **3 ways (must do's, should do's, and could do's)**. If you can move the could do's to another week, move them back and lessen your load for the week.

- **Must do's** - non-negotiable priorities such as eating, sleeping, upcoming school assignments, studying, attending classes/labs. Everything in the must-do category needs to go into your weekly schedule.
- **Should do's** - important priorities such as completing course readings for classes, attending social functions, going to the gym, appointments and meetings etc. These go in your calendar based on importance and ONLY if you have time for them.
- **Could do's** - optional priorities such as getting ahead in some of your classes, attending non-mandatory social functions, social media etc.