

Week Of: \_\_\_\_\_

# Weekly Planner

Time	Sunday _____	Monday _____	Tuesday _____	Wednesday _____	Thursday _____	Friday _____	Saturday _____
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

## Completing Your Weekly Planner

Planning can be difficult but organizing your time with a weekly planner can help! Use the tips and the weekly planner template to help better manage your time.

### Planner Creation Tips

- **■ Consider your non-negotiable commitments.** These are the commitments you know you have to attend and occur at the same time or multiple times a week.
  - Examples include class meeting times, work, extracurricular activities, meals, and rest.
- **■ Consider your negotiable commitments.** These commitments are still important, but the time frame during which they must be completed is flexible. These activities may occur at different times throughout the week.
  - Examples include social obligations, visiting academic support services, running errands, and making time for yourself.
- Consider what tasks have to be completed. What are your daily to do's?
  - Examples include biology lab report, Math homework, reading for psychology, etc.
- Consider your **Biological Prime Time.** Biological Prime Time is the time when you are most productive.
  - Some of us have more energy in the mornings while others are better able to focus at night. When planning your studying times, consider what time of day will best for you.
- **Make it your own.** Some of us like pen and paper, others prefer electronic avenues. When creating your planner, make sure that you find a template that works for you.
  - Examples include a Bullet Journal, Google Calendar, Planner Apps, Whiteboard Calendar, Notebook Planner, etc.
  - You may organize your schedule through color coding, symbols for different priority levels, etc.
- **Be specific.** It can be really easy to generalize time frames, but the more specific you are, the easier your planner will be to follow.
  - Examples include a schedule specifying you will read chapter 1 for BUS 1010 rather than working on homework.
  - You might also specify your plan to attend SPAN 1010 drop in tutoring rather than general tutoring.
- **Commit to the Plan.** Once you find a plan that works for you, commit to it. Keep your planner with you, so you can make adjustments as you learn more about yourself and how you best manage your time. This is part of holding yourself accountable.