

Plan Your Week

Instructions: Use the calendar on the backside of this page to plan your week.

1. First, block off time for your classes, your work schedule, and any other non-negotiable commitments you may have first.
2. Make room for commuting, personal hygiene time, walking to class, eating breakfast/lunch/dinner.
3. Next, make sure to block off time for studying. You can use the Budget Your Time worksheet to help you figure out how much time you should spend on each class. Be realistic with yourself when it comes to study time – if you know that you won't wake up at 7:00 AM to do homework, then don't put it on the schedule.
4. Carve out "prep" time at the beginning of each week to get ready for the upcoming week. For example, you can use Sundays at 8:00 PM to look at your planner, do laundry, meal prep, get your materials organized for class, etc.
5. You can adjust your calendar as your schedule changes, especially around times when you might need more studying time (like midterms), but it's important to stick to a consistent routine each week.
6. It might be helpful to use different colors of markers or pens to block off time. You can assign a different color to each class, category of activity, level of importance, or whatever works best for you.

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Time	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00-8:00 a.m.							
8:00-9:00 a.m.							
9:00-10:00 a.m.							
10:00-11:00 a.m.							
11:00-12:00 p.m.							
12:00-1:00 p.m.							
1:00-2:00 p.m.							
2:00-3:00 p.m.							
3:00-4:00 p.m.							
4:00-5:00 p.m.							
5:00-6:00 p.m.							
6:00-7:00 p.m.							
7:00-8:00 p.m.							
8:00-9:00 p.m.							
9:00-10:00 p.m.							
10:00-11:00 p.m.							