

The Weekly Schedule

Objective:

Having a weekly schedule will help you avoid procrastination by breaking down tasks, keep you from feeling too overwhelmed (trying to remember everything without using a planner is stress-inducing), and helps you create balance when needed.

Materials:

Weekly Schedule

Semester at a Glance

4 markers or colors for everyone in class

To-Do lists

Process:

1. On a **To-Do List** fill out everything you **MUST DO** this week and early next week (include school, personal tasks like laundry, shopping, cleaning room, etc.).
 - a. If you have a big task, like write a paper, break it down into smaller tasks (write each smaller task on the To Do List – research, brainstorm, outline, etc.).
2. Rank the tasks by order of priority.
3. Take out your **Weekly Schedule** and box in their classes in **one color**.
4. Take the **second color** and box in all other “must do” activities, such as work, team sport practice or other *absolutes*.
5. Mark in a **third color** all “daily maintenance” activities: eating, sleeping, napping, exercising, how long it takes to get dressed in the morning, or whatever you do to take care of your mind body and soul.
6. Use a **fourth** color for all other *flexible* items of priority, such as organization meetings, phone calls, never-miss TV shows, social engagements, etc. Remember, these are activities that can easily be rescheduled if needed.
7. Look at the time available time you have left on your schedule. Identify regular study sessions in your open times.
 - a. Think about when you are most alert, motivated and able to get things done. You should plan to use those times for your most difficult reading/studying. You should save your favorite assignments for the times when you feel it is harder to get motivated. The assignments that don’t require huge amounts of concentration can be fit into times and places when you might not otherwise get anything done (such as an hour between two classes, or over coffee in the pub).
8. On your schedule, pencil in the times you will get the items on your **To Do List** done.
9. Consult the Semester at a Glance calendar. Put all major due dates and deadlines here. This will help you plan for upcoming assignments, especially in weeks when you will have multiple tests/papers/projects due.