	Weekly Planner Template - Time Management Tool					Week starting:	
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:30							
08:30							
09:30							
10:30							
11:30							
12:30							
13:30							
14:30							
15:30							
16:30							
17:30							
18:30							
19:30							
20:30							
21:30							
22:30							
23:30							

Guidelines

1. Fill in the times you normally would have had class, thus creating a template

2. Schedule times for whatsapp study groups or similar online study groups

3. Use a fresh template \planner each week

4. Highlight all open slots

5. Allocate tasks to open slots

6. Such as preparing for online lectures

7. Set a time for tyding up each day

8. Set time for accessing clickUP and ensuring that you know what is expected (Click here for more)

9. Tick off completed taks. Plan Rewards

10. Move uncompleted tasks forward

11. Schedule time for some exercise or stretching

12. On Weekends tidy up Themes completed during the week. Review material and do a Theme Summary A3 paper

13. Now more than ever, try to never have to catch up last week's work the following week!

14. Allocate time for social and spiritual needs. Sleep for around 7 hours.