

# WEEKLY PLANNER

NAME:

SEMESTER:



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

## Instructions for completing Weekly Planner

This activity will help you visualize how you will be spending your time during the Semester. The schedule should cover every day of the week, including Saturday and Sunday. Be sure to follow the instructions below and consider using different colored markers, pencils, or highlighters for each step. Most importantly, be realistic and honest with yourself about how you will use your time.

Read all of the directions before you make up your timetable. Begin with the \*\*\* directions and then fill in others as you feel appropriate.

1. \*\*\***Record all class and lab times** from beginning to end in appropriate **DAY/HOUR blocks**. Label each specific class, i.e. ENG 110, MATH 12, HST 101, etc.
2. **Record when you eat/meal times** (breakfast, lunch, and dinner especially if these are 30 minutes or more in length).
3. Indicate when you **wake up and go to sleep (bedtime)**.
4. Record all **regularly scheduled personal activities** such as clubs, athletics, and other special commitments that are done on a regular, weekly basis.
5. If you work during the week and/or weekend, record **work hours** too.
6. Record time needed for **obligations or responsibilities** to your church, family, or community, etc.
7. Don't forget to include **travel time** to and from campus.
8. Record **relaxation or leisure time** with or without your family or friends.
9. Try to schedule daily physical activity or at least 3 days per week. 30 minutes each day.
10. \*\*\***Now review the PLRS (Preview, Lecture, Review, Study) Cycle before going on.**
  - Schedule a **preview (P)** time (5-30 minutes) immediately before each class, whenever possible. Label each specific preview, i.e.: "P: ENG 110".
  - Schedule a **review (R)** time (5-30 minutes) immediately after each class, whenever possible. Label each specific review, i.e. "R: ENG 110".
  - Schedule a **weekly review (WR)** time (30-60 minutes) for each course. Do it before Saturday if possible. Label each specific weekly review, i.e.: "WR: ENG 110".
  - Schedule your **intensive study time (S)** for each class. A general rule and expectation for college students is that for each hour of class time you should study 2 to 3 hours a day outside of class. Homework is separate from study time. It is recommended to schedule study time the day or night before following day's classes. Label these too, i.e.: "S: ENG 110".
11. Finally, label some empty blocks of time as open for emergencies (OPEN). This is helpful time in case of an emergency or unexpected event.
12. Whenever possible save Friday night, all day Saturday and some of Sunday for you to relax, to do whatever you want to do.
13. Finally, **persist in your schedule**. Remake it if it does not work. Expect bad days when unforeseen events work against efficiency and adjust your schedule. Planning is the key to good time management!