

**Weekly schedule:** \_\_\_\_\_

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

**Tips for your Weekly planning:**

**Step 1: Scheduled commitments:** enter in all of your fixed commitments for the week (e.g. classes, work shifts, family dinner, social outing, sport team practices/games, etc.)

**Step 2: Health routines:** enter in time for your health habits such as meals, workouts, bedtimes, wake times, etc.

**Step 3: Homework blocks:** around the above, enter in 'blocks' of homework time. Budget at least one hour of homework/study time for each hour of class that you have.

**Step 4: Life activities:** be sure to schedule in other life activities that need to happen during the week (e.g. laundry, grocery shopping, lengthy phone calls, etc.)

**Step 5: Colour-code:** Many students like to choose different colours to brighten their schedule and to help guide the use of their schedule. (For example, you may want to highlight your class time in yellow, your homework time in green, your other 'life activities' in pink, etc.) Have fun with your schedule! Personalize it and make it your own!

**Be sure to:**

- **NOT** overschedule yourself!
- Keep your schedule flexible enough to allow for 'life' to happen between commitments!
- Include time to nourish the other roles you carry in life besides your role as student
- Create your schedule so that it works for you – it should look different than everyone else's.
- Regularly evaluate the effectiveness of your weekly schedule then try new approaches to your scheduling each week as you learn what does (and doesn't) work for you
- Have fun with your schedule and try not to see it as a chore! Your time is precious so take your time to create something useful and helpful for you!