

## 6. Systems Activity: The Weekly Planner

Most pupils have used a calendar for planning their revision at some point. But even at the start of a year, it's worth taking stock of your week. What does a typical week look like for you? Where are the gaps (if there are any) or are you over-committed?

We recently did this with a pupil who was starting to feel very stressed. When he filled in the weekly planner it became very clear why – he literally didn't have a spare minute! To find additional time to get on top of his school work, the only option would have been for him to sleep less (not something we would recommend!). It was apparent that he was committed to too many activities: he was attending swimming sessions three times a week, including all day on Saturday, he helped out at a kids activity session on a Tuesday evening and he was working for his uncle in his shop for eight hours during the week. He was clearly going to burn out before he got to Christmas!

### Current vs. Preferred

The first step of this exercise is to record your weekly activities. You can get creative here and use different colours for different activities. Make a note of everything you're doing with your time – school, of course, but also commitments to classes, sport, jobs, helping out at home and so on.

### Preferred Weekly Activities

	<b>Before school (early morning – 7am–8.30am)</b>	<b>During school (morning and early afternoon – 9am–3pm)</b>	<b>After school (twilight – 4pm– 5.30pm)</b>	<b>Evening (7pm–9.30pm)</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

The next step is to decide: are you happy with your week? Are there things you'd like to change?

If there are things you would like to change, you need to plan out your preferred week, then complete the table below. This will help you to think through the advantages and disadvantages of making the changes. If the positives outweigh the negatives, you know what needs to be done!

<b>Advantages of making changes</b>	<b>Disadvantages of making changes</b>
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.....	.....

# October Activities

Disadvantages of not making changes	Advantages of not making changes
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## Final Thoughts

This is an ideal opportunity to reflect on the time you have and the way you're using it. Have a look at the questions that follow and see if they help you make some decisions about how to change your week: How much of your time is spent doing things you *have* to do?

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How much of your time is spent doing things you *want* to do?

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If you had more time, what would you add?

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If you could remove one thing (except 'school!'), what would it be and why?

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If you had to pick one thing you were 'doing too much of', what would it be?

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Have you got enough time for rest/sleep/friends etc.?

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Is there an area you'd like to allocate more time to?

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