

Weekly Schedule

Week of: _____

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|---------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Date: _____ | Date: _____ | Date: _____ | Date: _____ | Date: _____ | Date: _____ | Date: _____ |
| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
| 5:00 AM | | | | | | | |
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| 2:00 PM | | | | | | | |
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| 3:00 PM | | | | | | | |

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| 12:30 AM | | | | | | | |

QUICK TIPS:

| Suggestion: | Things to think about: |
|---|---|
| 1. Be HONEST | Your schedule is for you - it only has to make sense to you. If you are not honest about how you spend your time, why bother? So go ahead and schedule in time for video games or social media catch-up. The more you know, the better! |
| 2. Write EVERYTHING down in your calendar | Yes, everything. How else will you be able to keep track of how to effectively use your time? |
| 3. Use your phone for good, not evil | Your smartphone comes with a calendar so why not use it? One of the advantages to using your smartphone? You can set reminders! |
| 4. If possible, try to develop a pattern for yourself | Humans like patterns. Don't be afraid to develop one when it comes to your schedule - it will help you understand how much time you spend on certain things and allows you to more easily identify when your downtime is |
| 5. Don't forget to budget time for sleep and food | Yes, you must sleep and eat if you want to be at your best (including at academics!) so make sure to include time for these things! |