



How Shall We Create a Weekly Schedule

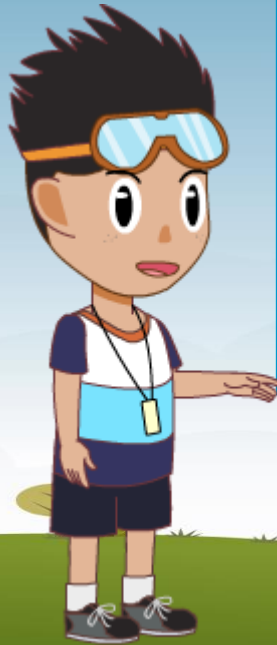


G4-U2-L7

Learn



A schedule is a great way to help us become more productive, efficient, and organized.



MON	TUE	WED	THU	FRI

Learn

Understand your current time use. When you are scheduling in activities, understand how long it takes you to do your key tasks.



Be realistic about your hours.



Make sure it supports your goal.



How shall we create a weekly schedule?

Consider days off.

Learn

Know your productive time and schedule your key activities at those times.

How shall we create a weekly schedule?

Look for existing boundaries to help manage any activities that you have a tendency to spend too much time on.

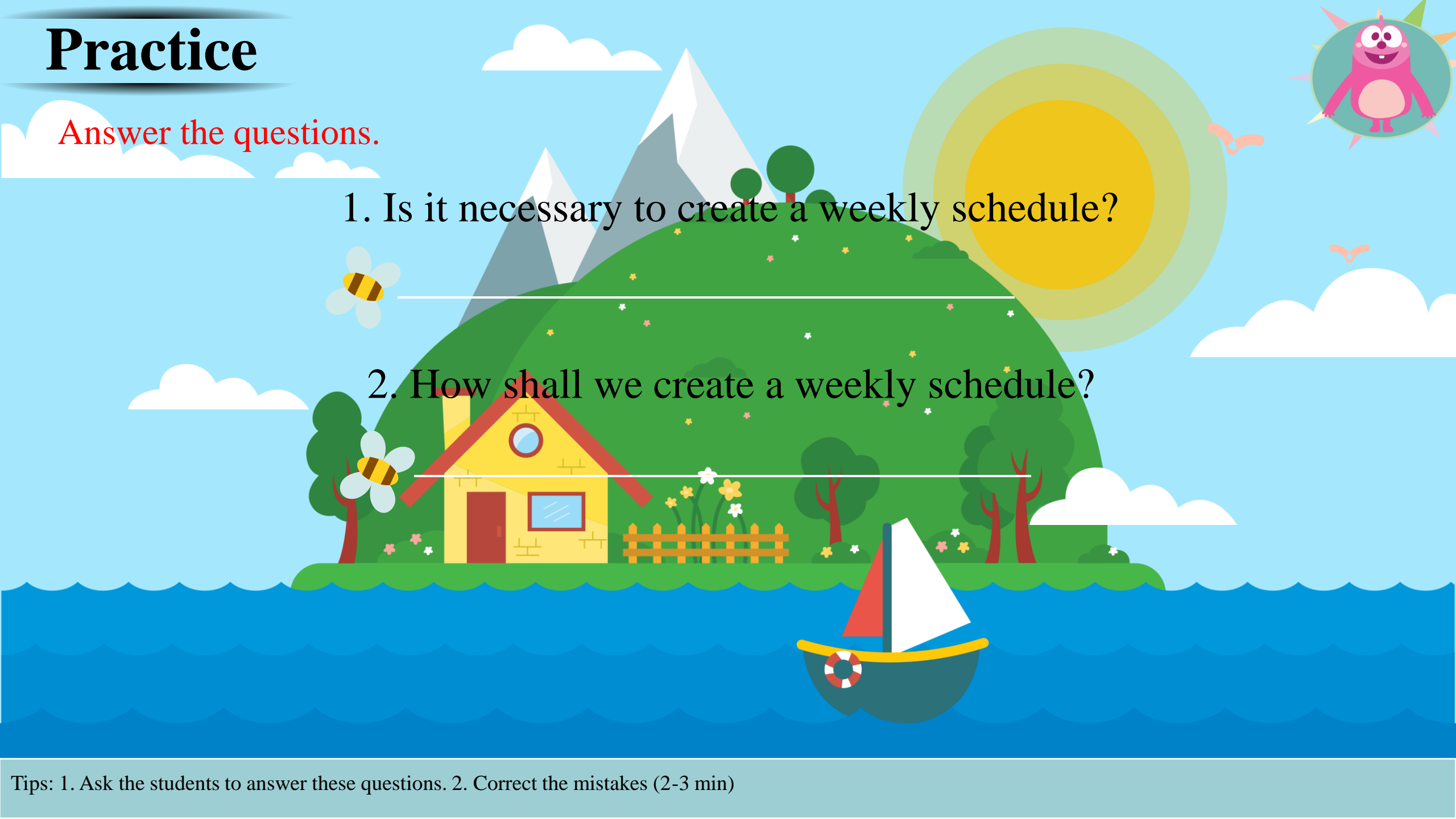


Practice

Answer the questions.

1. Is it necessary to create a weekly schedule?

2. How shall we create a weekly schedule?



Tips: 1. Ask the students to answer these questions. 2. Correct the mistakes (2-3 min)

Practice

Answer the questions.

1. How many hours do you spend on your studies every day?

2. How many key activities do you do in a week?



Tips: 1. Ask the students to answer these questions. 2. Correct the mistakes. (2-3 min)

Practice

Answer the questions.

3. Do you need to write all your activities in your schedule? Why or why not?

4. What are the existing boundaries in your schedule?



Tips: 1. Ask the students to answer these questions. 2. Correct the mistakes. (2-3 min)

Practice

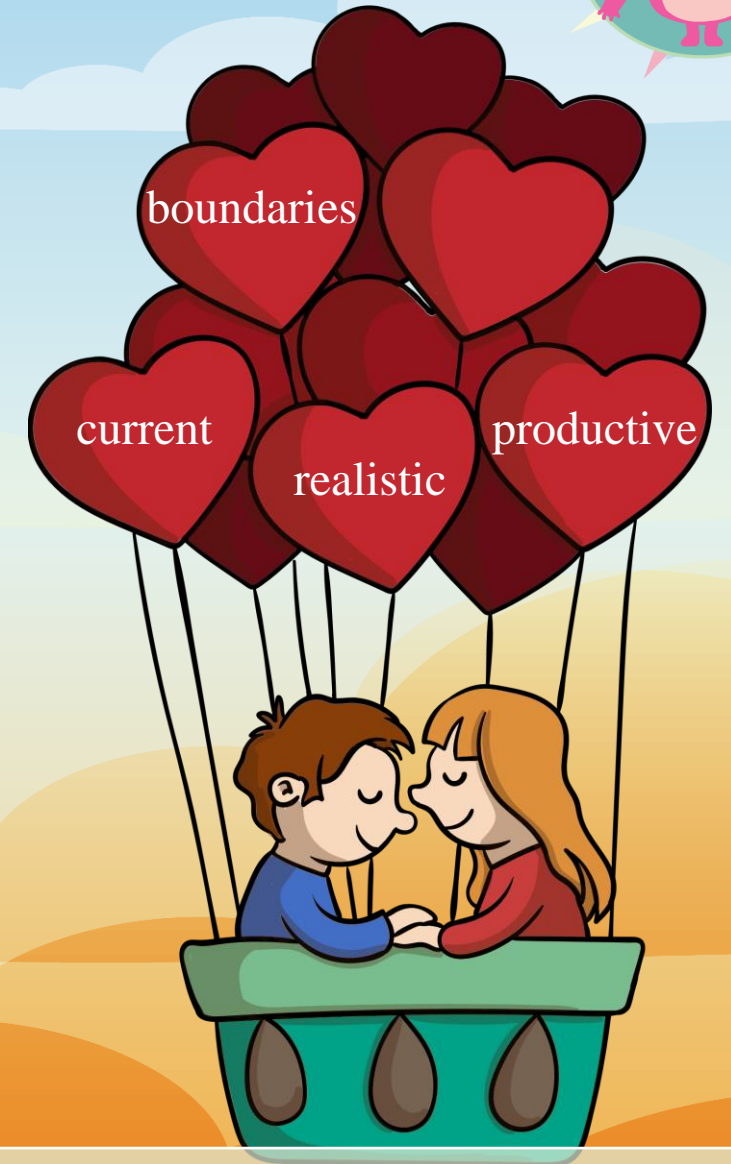
Fill in the blanks.

1. Understand your current time use.

2. Be realistic about your hours.

3. Look for existing boundaries.

4. Know your productive time.



Tips: 1. Ask the students to fill in the blanks with these words. 2. Correct the mistakes. (2-3 min)

Practice

Make a productive weekly schedule.



weekly schedule

MON	TUE	WED	THU	FRI



Tips: 1. Have students talk about their daily schedule. 2. Correct the mistakes. (2 min)



Conclusion

1. We have learned the words:
current time, be realistic about...,
productive time, boundary
2. We have learned the sentences:
Understand your current time use.
Be realistic about your hours.
Know your productive time.
Look for existing boundaries.



