



## **Spend 10 minutes on Sunday night or Monday morning to make a weekly plan. Here's how:**

1. On a sheet of paper, write at the top, **"Plan for the Week of: \_\_\_\_\_"**.
2. List all the **tasks** you need to get done for each course. Break large tasks (those that will take more than 2-3 hours) into smaller, more manageable subtasks. Include an "Other" category for important tasks outside of class, (e.g., revise resume, pick up internship application).
3. Write down the **due date** for those tasks that have solid due dates (assignments, papers, etc.)
4. **Estimate the amount of time** it will take you to get each task done.
5. **Prioritize** the tasks: Which tasks need to get done first? Which ones are more important? Note: Priority #1 may not always be the first thing you do. A rule of thumb: study new and challenging material in the morning; review, repetition, and rehearsal in the evening.
6. Look at your **Fixed Schedule** and allocate tasks into loose blocks of time for a day and half –never more. Don't plan the whole week or every half-hour time block. Effective and efficient learners are flexible!

**It's Thursday night and you see the weekend ahead as a time to catch up. All things are possible. And then suddenly it's Sunday night and there's a sense of panic.**

**So spend 10 minutes on Thursday night to plan out what needs to get done over the weekend. Be realistic. Schedule fun.**

**Use the same format as above  
(example on the back of this page).**

# Example of a Plan for the Week of: 2/14/2005

PRIORITY	TASKS / SUBTASKS	DUE DATE	ESTIMATED TIME
4	MATH 115 <input type="checkbox"/> Problem set Question 1 Question 2 Question 3	Thurs 2/17	3 hours 1 hour 1 hour 1 hour
3	CS 110 <input type="checkbox"/> Choose web page topic <input type="checkbox"/> Read pages 20-35 <input type="checkbox"/> Meet with professor	Tues 2/15	10 min 45 min 20 min
1	FREN 101 <input type="checkbox"/> Read section 4 <input type="checkbox"/> Answer section 4 questions <input type="checkbox"/> Read section 5 <input type="checkbox"/> Answer section 5 questions <input type="checkbox"/> Meet with study group	Mon 2/14   Fri 2/18	45 min 1 hour 45 min 1 hour 1 hour
2	BISC 110 <input type="checkbox"/> Read and summarize Ch. 3 <input type="checkbox"/> Read and summarize Ch 4 <input type="checkbox"/> Prepare for lab	Wed 2/16	1 hour 1 hour 45 min
5	OTHER <input type="checkbox"/> Revise resume <input type="checkbox"/> Hand in application <input type="checkbox"/> Prepare for committee meeting	Wed 2/16 Thurs 2/17	