Weekly To Do List

Week of

Time Management—

Your To Do List Template

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| Reading/ Assignments |  |  |  |  |  |  |  |
| Studying or Preparing Papers |  |  |  |  |  |  |  |
| Responsibilities for Co-Curricular Activities |  |  |  |  |  |  |  |
| Goals for the Week |  |  |  |  |  |  |  |

Time Management— Master Calendar Template

1. List all standard weekly obligations: such as classes, work, and meetings.
2. Reserve three to four hours a day seven days a week for studying. The best

times to study are in the morning and early afternoon—even if you are a night person. Try to schedule study hours as early in the day as possible.

1. Reserve time for meals, exercise, free time, laundry, co-curricular activities and errands.
2. Try to get at least seven hours of sleep a night.

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|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 7 a.m. |  |  |  |  |  |  |  |
| 8 a.m. |  |  |  |  |  |  |  |
| 9 a.m. |  |  |  |  |  |  |  |
| 10 a.m. |  |  |  |  |  |  |  |
| 11 a.m. |  |  |  |  |  |  |  |
| 12 Noon |  |  |  |  |  |  |  |
| 1 p.m. |  |  |  |  |  |  |  |
| 2 p.m. |  |  |  |  |  |  |  |
| 3 p.m. |  |  |  |  |  |  |  |
| 4 p.m. |  |  |  |  |  |  |  |
| 5 p.m. |  |  |  |  |  |  |  |
| 6 p.m. |  |  |  |  |  |  |  |
| 7 p.m. |  |  |  |  |  |  |  |
| 8 p.m. |  |  |  |  |  |  |  |
| 9 p.m. |  |  |  |  |  |  |  |
| 10 p.m. |  |  |  |  |  |  |  |
| 11 p.m. |  |  |  |  |  |  |  |
| 12 Midnight |  |  |  |  |  |  |  |
| 1 a.m. |  |  |  |  |  |  |  |