Manage Your Time: Get Focused

Example Weekly Planner

Build a routine to make time for your commitments.

- Block out fixed commitments. Record classes, weekly social/organizational meetings, work, etc.
- Identify open blocks of time. Schedule several Focused Study Sessions throughout the week. These are 30–50 minute blocks for concentrated study.
- Schedule breaks. Give your brain a break by doing something you enjoy.

Once your weekly planner is complete, use the Master To-Do List to determine your weekly tasks.

Example Master To-Do List

Review course materials to organize all of your tasks for the week.

- At the beginning of each week, identify homework, assignments, and needed study time for each class.
- If necessary, break larger assignments into smaller tasks.
- Use the weekly planner to think about how much time you have each day. Then, create daily to-do lists to complete each task.