

Weekly Planner



1. Class
2. Work/family responsibilities
3. Meetings
4. Meals

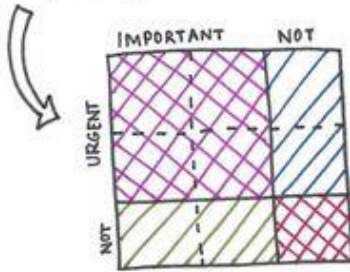
5. Study time for EVERY class
6. Tutoring/SI study sessions/Academic Coaching

7. Exercising
8. Free time with others
9. Mindfulness: alone time with no phone or distractions

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
7AM							
8AM							
9AM							
10AM							
11AM							
12PM							
1PM							
2PM							
3PM							
4PM							
5PM							
6PM							
7PM							
8PM							
9PM							
10PM							
11PM							
12AM							

“the . time Square”

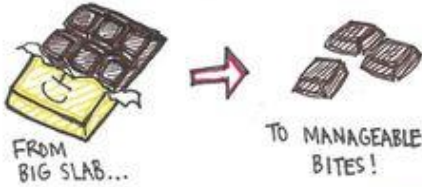
TIME + TASK MANAGEMENT



[4 : 2 : 2 : 1]
TIME RATIO



RULE 1: START WITH YOUR LONG TERM TASKS, THEN NARROW DOWN TO YOUR SHORT-TERM TASKS.



TASK > TIME!
(task rules over time.)

- TIME IS INFLEXIBLE. IF YOU PLAN AROUND THE HOURS OF THE DAY, IT BECOMES DIFFICULT TO CATCH UP SHOULD YOU FALL BEHIND EVEN ONCE.
- ASSIGN X AMOUNT OF TIME TO EACH TASK. "WHEN" OF EACH TASK DEPENDS ON YOU. AS LONG AS YOU GET IT DONE WITHIN THE DAY / BEFORE THE DEADLINE YOU'VE SET, IT DOESN'T MATTER WHETHER YOU GET IT DONE AT 2 PM OR 1 AM. THE TASK DECIDES THE TIME!

(Rule 3:)

LEAVE ROOM FOR COMPROMISE.

YOU'RE HUMAN. YOU CAN'T ALWAYS FOLLOW YOUR PLANS PERFECTLY. YOU CAN FALL BEHIND!

BE READY TO MAKE COMPROMISES. LEAVE ROOM TO CATCH UP.

TAKE THE TIME FOR CATCHING UP WITH DELAYED TASKS INTO YOUR CONSIDERATION & INTEGRATE IT INTO YOUR PLAN.

Rule 2: TASK DECIDES TIME.
TIME DOESN'T DECIDE TASK.