Create a Weekly Planner

Planning your schedule can feel overwhelming at first, but creating a clear plan can make managing your time and responsibilities much easier. The tips below will help you build a schedule that fits your needs and routines. Use the following pages to start organizing your time in a way that works for you.

Weekly Planner Tips

Start with Your Fixed Commitments
These are the things you can't move—like class times, work shifts, meals, or club meetings. Block these in first so you know what time you have left.

Add Flexible Activities
Next, fit in tasks and activities that have some wiggle room, like social plans, study sessions, errands, or self-care time. These can be shifted around depending on your week.

List Your To-Dos
Think about what needs to get done daily or weekly—homework, lab reports, readings, or projects. Adding these to your planner helps keep deadlines visible.

Know Your Productivity Peaks
We all have times when we focus best. Maybe you're an early bird or a night owl. Schedule your hardest tasks during your personal or biological "prime time" to get more done.

Pick Your Planning Style
Some students prefer old-school pen and paper, others use apps or digital calendars. Choose a tool that feels natural for you—Bullet Journals, Google Calendar, planner apps, or even a whiteboard.

Customize Your Planner
Make it yours! Use colors, symbols, or stickers to highlight priorities or types of tasks. Personalizing your planner makes it easier to follow and more fun to use.

Be Specific With Your Plans
Instead of vague entries like "study," write detailed tasks like "read Chapter 1 for BUS 1010" or "attend SPAN 1010 tutoring drop-in." Clear plans make it easier to stay focused.

Stick With It
A planner only works if you use it consistently. Keep it handy, review it often, and adjust as needed. This habit will help you stay accountable and in control.

This approach turns your weekly planner into your personal roadmap—helping you juggle classes, work, and life with confidence. Give it a try and watch your stress levels drop!

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
6:00am	6:00am	6:00am	6:00am	6:00am
7:00am	7:00am	7:00am	7:00am	7:00am
8:00am	8:00am	8:00am	8:00am	8:00am
9:00am		9:00am		9:00am
10:00am	9:30am	10:00am	9:30am	10:00am
11:00am	11:00am	11:00am	11:00am	11:00am
12:00pm		12:00pm		12:00pm
1:00pm	12:30 pm	1:00pm	12:30 pm	1:00pm
2:00pm	2:00 pm	2:00pm	2:00 pm	2:00pm
3:00pm		3:00pm		3:00pm
4:00pm	3:30 pm	4:00pm	3:30 pm	4:00pm
5:00pm	5:00pm	5:00pm	5:00pm	5:00pm
6:00pm		6:00pm		6:00pm
7:00pm	6:30pm	7:00pm	6:30pm	7:00pm
8:00pm	8:00pm	8:00pm	8:00pm	8:00pm
9:00pm	9:00pm	9:00pm	9:00pm	9:00pm

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
8:00	6:00	6:00	6:00	6:00	6:00	8:00
9:00	7:00	7:00	7:00	7:00	7:00	9:00
10:00	8:00	8:00	8:00	8:00	8:00	10:00
11:00	9:00	9:00	9:00	9:00	9:00	11:00
12:00	1000	1000	1000	1000	1000	12:00
1:00	11:00	11:00	11:00	11:00	11:00	1:00
2:00	12:00	12:00	12:00	12:00	12:00	2:00
3:00	1:00	1:00	1:00	1:00	1:00	3:00
4:00	2:00	2:00	2:00	2:00	2:00	4:00
5:00	300	300	300	300	300	5:00
6:00	4:00	4:00	4:00	4:00	4:00	6:00
7:00	5:00	5:00	5:00	5:00	5:00	7:00
8:00	6:00	6:00	6:00	6:00	6:00	8:00
9:00	7:00	7:00	7:00	7:00	7:00	9:00
10:00	8:00	8:00	8:00	8:00	8:00	10:00
11:00	9:00	9:00	9:00	9:00	9:00	11:00