

Weekly Planner

Semester Week: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15

What Do I Need to Focus on This Week?

List the most important tasks, assignments, or goals you need to complete this week.

1. _____
2. _____
3. _____
4. _____
5. _____

What Is Due This Week?

Record upcoming assignments, quizzes, exams, projects, and important deadlines.

- _____
- _____
- _____
- _____
- _____

Where Do I need to BE This Week?

List classes, work shifts, meetings, office hours, tutoring, and other commitments.

- _____
- _____
- _____
- _____
- _____

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____

How Will I Get Started?

Break larger assignments into smaller steps and identify your next step.

- _____
- _____
- _____
- _____

Who Can Help Me This Week?

Identify the people, services, and resources you can use to support your success this week.

- _____
- _____
- _____
- _____

What Needs My Attention Next Week?

Identify upcoming deadlines, assignments, exams, or priorities to prepare for now.

- _____
- _____
- _____
- _____

