|  |  |
| --- | --- |
| TASKS / GOALS FOR THE WEEK | STEPS TO MAKE IT HAPPEN |
| ASSIGNMENTS / PROJECTS OVERVIEWP | |

# WEEKLY PLANNER

Use the grid below, or design your own, to map out your study time using specific tasks and time frames E.g. Mon 10-11am - Watch video for Module XX on My Studies, make notes and respond via discussion board. Don’t forget to build in regular breaks for food and exercise

You could also use this grid to record how you actually spend your time over aweek, to reflect on how you are using your time - are there ways you can improve this?

|  |  |  |  |
| --- | --- | --- | --- |
| Day/time | Morning | Afternoon | Evening |
| Monday |  |  |  |
| Tuesday |  |  |  |
| Wednesday |  |  |  |
| Thursday |  |  |  |
| Friday |  |  |  |
| Saturday |  |  |  |
| Sunday |  |  |  |

# Todays plan of action

Date:

My study goal:

My priorities:

Study time available:

Breaks and rest times:rning tasks

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|  |  |  |
| --- | --- | --- |
| Morning tasks | Duration | Achieved? |
| E.g. Write up notes from Geography lesson 09:30 - 10.00 |  |  |
| Afternoon/evening tasks |  |  |
|  |  |  |