Weekly / Daily Planner Dates: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
| 7:00 |  |  |  |  |  |  |  |
| 8:00 |  |  |  |  |  |  |  |
| 9:00 |  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |  |
| 12:00 |  |  |  |  |  |  |  |
| 1:00 |  |  |  |  |  |  |  |
| 2:00 |  |  |  |  |  |  |  |
| 3:00 |  |  |  |  |  |  |  |
| 4:00 |  |  |  |  |  |  |  |
| 5:00 |  |  |  |  |  |  |  |
| 6:00 |  |  |  |  |  |  |  |
| 7:00 |  |  |  |  |  |  |  |
| 8:00 |  |  |  |  |  |  |  |
| 9:00 |  |  |  |  |  |  |  |
| 10:00 |  |  |  |  |  |  |  |
| 11:00 |  |  |  |  |  |  |  |

Study Period Details

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| --- | --- |
| Day: | To do: |
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REMINDERS:

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**How to use the “Weekly / Daily Planner” template**

**Step #1**. Create a planner for this semester

* Fill in all activities you do consistently each week (e.g., classes, labs, work, sports).
* Color-code these activities.
* Colour photocopy the number of weeks in your semester (x13).
  + Be sure to include “Study Period Planner” on back of each week.
* On top of each Weekly chart, write the applicable dates for that week (e.g., Sept 20 – Sept 27).
* Add important StFX dates, such as the drop date for classes for the semester and holidays.

**Step #2**. Use your planner with the Cornell notetaking method

* Once a week (e.g., Sunday evening), fill in time for **revisions** after classes. Use this time to complete and correct your class notes and to write “prompts” for self-testing. (The number of sessions per week will vary.)
* Fill in **short morning preparation/review** times before classes. Use this time to review your notes and prompts for self-testing.

**Step #3**. Use your planner to keep up with weekly readings and assignments

* Once a week (e.g., Sunday evening), fill in **longer study periods** throughout the week. (Remember, for every hour you spend in class, you should spend 2 – 3 hours studying.)
* Use the “Study Period Details” section of your “Weekly / Daily Planner” to record what you will do for each study period.

**Step #4**. Use your planner to manage major projects and assignments

* Add **due dates** for all major assignments.
* ADD **start dates** of major assignments. (Larger projects have a start date two or three weeks in advance of the due date.)
* Use the Assignment Calculator ([www.lib.umn.edu/ac](https://stfxca-my.sharepoint.com/personal/larnold_stfx_ca/Documents/Face%20to%20Face%20Workshops/001%20Time%20Management/individual%20handouts/www.lib.umn.edu/ac)) to break larger projects into smaller tasks.
* Use the “Study Period Details” section of your “Weekly / Daily Planner” to record what you will do for each study period.