

## making and using a weekly planner

### what to do:

Use a template that shows the days of the week broken down into hourly slots.

Start by entering your **regular** appointments: lectures, tutorials, seminars etc. Include room numbers.

Then, add any activities that you do every week such as working, going to the gym or attending church.

Use colour to indicate the same subjects or the same activity.

Keep it on one side of A4 paper.

Print out the planner – a hard copy is easy to carry around and consult.

In the “things to do” column, note the work you have to do for that week.

During the week, add items to the list and cross off completed tasks.

At the end of the week, open the weekly planner on your PC or laptop, adapt it if necessary and print it out for the following week.

Discard the old planner and transfer any incomplete activities into the new planner things to do column.

### why this approach might be helpful for students:

Some students plan in too much detail, others need to plan more. A weekly planner is simple to use and flexible:

- it provides a clear visual timetable
- it gives a clear visual idea of the time available to students for their work
- it keeps a list of the major work that needs attention
- it allows students to plan their work in terms of working sessions (think of a session as anything between 30 and 60 minutes)
- it helps students to organise and focus
- once it is made, it is easy and quick to adapt

### note:

A weekly planner should be used for each week during term time.

Unless your timetable varies, you will only have to make one planner each term, save it, adapt it as required and print it out weekly.

Below is an example of a weekly planner made with MS *Word*.

*Word* and *Excel* templates for making weekly planners are available.

The aim of a weekly planner is to identify and allocate the time available to the prioritised work on a flexible basis – detailed plans in which every minute of a working day is accounted for don't work for very long.

**February 2017** from Monday 11 to Sunday 17

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
9				Work, Org and Society	Work, Org and Society		
10				Lecture (B 50)	Seminar (B 50)		
11	Accounting and Finance	Communications Lecture				W O	
12	Lecture (G1.17)	(B5)		Business Mgt Lecture (B5)		R K	
1			Communications Seminar	Business Mgt Seminar (B5)			church
2	Accounting and Finance		(B5)				
3	Seminar (G1.17)						
4			Sport				
5	Gym						
6							
7				Gym			
evening							

things to do: