# **Semester Planner**

Knowing what you need to do and when to do it can help avoid surprise due dates and burn out. Using the template below, write in your due items, to do items, and personal commitments. Tip: color code your courses to give yourself a visual cue of which items belong with which course.

* Due items = assignments or materials you pass in. Write in assignment type, date, and % of overall grade.
* To Do items = tests, exams, labs, etc. where you do a specific activity at a specific time. Write type, date, and % of overall grade.
* Personal Commitments = appointments or “can’t miss” events. Ex. Dentist, workshops, birthday, wedding, etc.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Week** | **Dates****Monday-Friday** | **Course 1** | **Course 2** | **Course 3** | **Course 4** | **Course 5** | **Course 6** | **Course 7** | **Life** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |  |  |

# **Weekly Preparation & Planner**

My Highest Priority items this week includes:
(name of priority, estimated length of time, and course if applicable)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My “To-Do” items this week includes:

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My self-care plans this week includes:

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My success network this week will includes (ex. Classmates, study group, tutor, academic advisor, etc.):

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**Complete your weekly planner with the following items; use the course color codes where applicable**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * Class Attendance
 | * Personal Commitment
 | * Work
 | * Sleep
 | * Meals
 |
| * Study (group)
 | * Study (solo)
 | * Schoolwork
 | * Labs, projects
 | * Physical Activity
 |
| * Socialization
 | * Commuting
 | * Chores
 | * Flex Time
 | * Club/Society
 |

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

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