



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:

_____	_____	_____
_____	_____	_____
_____	_____	_____

My self-care plans this week includes:

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

- | | | | | |
|---|--|-------------------------------------|---|--|
| <input type="checkbox"/> Class Attendance | <input type="checkbox"/> Personal Commitment | <input type="checkbox"/> Work | <input type="checkbox"/> Sleep | <input type="checkbox"/> Meals |
| <input type="checkbox"/> Study (group) | <input type="checkbox"/> Study (solo) | <input type="checkbox"/> Schoolwork | <input type="checkbox"/> Labs, projects | <input type="checkbox"/> Physical Activity |
| <input type="checkbox"/> Socialization | <input type="checkbox"/> Commuting | <input type="checkbox"/> Chores | <input type="checkbox"/> Flex Time | <input type="checkbox"/> 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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