

Full Week Schedule Worksheet

What to consider when making your schedule...

1. Start with pre-scheduled items.
 - Class time, work hours and travel time, for example, should go in first because they are definite.
 - Then, add other times based on what is already scheduled.
2. List your priorities in order.
 - Some could include work, school, study time, family time, time with friends, religious/spiritual time, personal time, etc.
 - Think about what is most important to **you**—not what the ideal student’s priorities are, but what is important to you personally.
3. Then, decide how many hours per week you want to spend on each of these priorities.
 - Not sure how to estimate hours? Take a guess for now, and track it over the week. Update with your actual hours.
 - Be realistic! If you’re not a morning person, don’t schedule study time at 8 am.

Priority	Hours per Week (Estimated)	Hours per Week (Actual)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
		168

Sample

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday						
7:00													
7:30													
8:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast						
8:30	Personal Time	Run Errands	Yoga	Personal Time	Travel	Travel	Travel						
9:00					Work at McDonalds	Work at McDonalds	Work at McDonalds						
9:30													
10:00													
10:30													
11:00													
11:30	Travel	Travel	Travel	Travel									
12:00 NOON	PSY 2012	Homework	PSY 2012	Homework									
12:30													
1:00													
1:30													
2:00	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch						
2:30													
3:00	Study	Study	Study	Study	Study	Personal Time	Personal Time						
3:30													
4:00													
4:30													
5:00	Dinner & Study	Dinner & Study	Dinner & Study	Dinner & Study	Dinner & Study	Dinner with Family	Dinner						
5:30													
6:00	BSC 2010	Volunteer at Museum	CHM 1032	ECO 2013	ENC 1101			Church					
6:30													
7:00													
7:30													
8:00											Extra Study Time if Needed		
8:30													
9:00							Travel						
9:30	Travel	Travel	Travel	Travel	Travel		Family Guy						
10:00	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep						
10:30													
11:00													
11:30													
11:30													
12:00													

Key: **Class**, **Study**, **Work**, **Travel**, **Food**, **Sleep**, **Volunteer**, **Sports/Clubs**, **Exercise**, **Spiritual**, **Household/Errands**, **Social/Family**, **Personal**, **Other**

Full Week Scheduler

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
7:30							
8:00							
8:30							
9:00							
9:30							
10:00							
10:30							
11:00							
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11:30							
12:00							

Key: **C**lass, **S**tudy, **W**ork, **T**ravel, **F**ood, **S**leep, **V**olunteer, **S**ports/Clubs, **E**xercise, **S**piritual, **H**ousehold/Errands, **S**ocial/Family, **P**ersonal, **O**ther