



study planner

Term ___ Week ___

Goal/Focus for the Week	Time/Date	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
<p>Highest priority "Must do" tasks (A)</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p>Mid priority "Should do" tasks (B)</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <p>Low priority "Could do" tasks (C)</p> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	7am							
	8am							
	9am							
	10am							
	11am							
	12 noon							
	1 pm							
	2 pm							
	3 pm							
	4 pm							
	5 pm							
	6 pm							
	7 pm							
8 pm								
9 pm								

For instructions on how to use this planner effectively please turn over the page.



<u>HOW TO USE THIS PLANNER EFFECTIVELY.</u>	Goal/Focus for the Week	Time/ Date	Monday	<u>TIME MASTERY TIPS.</u>
<p>I use a version of this in my daily planning which works. <i>Start at the top of your list & then work down according to priority.</i></p> <p>⇒ A tasks are tasks that I MUST DO THIS WEEK- these are important tasks that require urgent attention ASAP. This could be Homework due tomorrow, final preparation for a test tomorrow, calling and wishing someone "Happy Birthday", food-shopping-when there is nothing to eat. <u>Maximum of 3 per day!</u></p> <p>⇒ B Tasks are tasks I SHOULD DO TODAY- this requires forward planning and fore-thought. You've got more time to prepare and complete the task. Use this section to get into the <i>habit</i> of forward planning the important tasks prior to the due date. This prevents stress and pressure because important tasks are completed prior to when they become URGENT. These tasks SHOULD be done today but, worst case scenario, they could be done tomorrow. <u>Maximum of 5 per day!</u></p> <p>⇒ C tasks are UNIMPORTANT TASKS I COULD DO TODAY- these are not must do or should do tasks. They could be done in a week, 2 weeks or not at all. There are a preference but not a commitment ie. I would <i>like</i> to do this but it is not something I must <i>do</i> in the near future eg wash the car or buy new sunglasses. <u>Maximum of 2 per day!</u></p> <p>⇒ Appointment times are "fixed" and scheduled-they must be done at the set time. Could be a dentist appointment, favourite TV show, a fixed study time for a subject, or meeting with a teacher.</p>	<p>Write down the goals that you have for the week in this space on the planner. What do you or your family intend to complete this week.</p> <hr/> <p>Highest priority "Must do" tasks (A)</p> <p><input type="checkbox"/> Eg- English Reading Homework due tomorrow</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Mid priority "Should do" tasks (B)</p> <p><input type="checkbox"/> Eg - Call Optus about Phone Plan.</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p>Low priority " Could do" tasks (C)</p> <p><input type="checkbox"/> Eg - buy new sunglasses</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p> <p><input type="checkbox"/> _____</p>	<p>7am</p> <p>8am</p> <p>9am</p> <p>10am</p> <p>11am</p> <p>12 noon</p> <p>1pm</p> <p>2pm</p> <p>3pm</p> <p>4pm</p> <p>5pm</p> <p>6pm</p> <p>7pm</p> <p>8pm</p> <p>9pm</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p>Eg-Dentist Appt</p> <p></p> <p></p> <p>EgSimpsons Ch 10</p> <p></p> <p></p>	<p>1. Rock On! Look at your schedule and priorities. Your priorities are all the important tasks that you MUST complete prior to your exams. These priorities are the "big rocks" that you need to put into your time schedule first to ensure that they happen.</p> <p>2. Plan tomorrow's work...TODAY! By having a schedule of tomorrow's tasks and preparation completed today it will help...A: Ensure that any tasks incomplete today will be completed tomorrow. B: You are immediately ready to start work tomorrow.</p> <p>3. Clear the Clutter. Your work environment should always remain neat, organized with books and information filed away or organized on a bookshelf. A cluttered desk invariably leads to a cluttered & disorganised mind.</p> <p>4. Put daily items in a regular place. Place your keys, wallet, sunglasses and any other items that you use DAILY in a consistent place. It may only save you 3 minutes per day but over a month it could save around 1 hour in lost time.</p> <p>5. Maximise Travel Time. Travel time is normally down time which you can use to learn new things, read a book (at traffic lights of course) or learning something by audio program. How else could you maximise travel time? - be creative to maximise these results.</p>