

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.

Term ___ Week ___

HOW TO USE THIS PLANNER EFFECTIVELY.

I use a version of this in my daily planning which works.

Start at the top of your list & then work down according to priority.

⇒ 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. Maximum of 3 per day!

⇒ 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 *habit* 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. Maximum of 5 per day!

⇒ 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 *like* to do this but it is not something I must do in the near future eg wash the car or buy new sunglasses. Maximum of 2 per day!

⇒ 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.

Goal/Focus for the Week

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.

Highest priority "Must do" tasks (A)

Eg- English Reading Homework due tomorrow

- _____
- _____
- _____
- _____
- _____

Mid priority "Should do" tasks (B)

Eg - Call Optus about Phone Plan.

- _____
- _____
- _____
- _____
- _____
- _____

Low priority "Could do" tasks (C)

Eg - buy new sunglasses

- _____
- _____
- _____

Time/
Date

Monday

7am	
8am	
9am	
10am	
11am	
12 noon	
1pm	
2pm	
3pm	Eg-Dentist Appt
4pm	
5pm	
6pm	
7pm	EgSimpsons Ch 10
8pm	
9pm	

am

TIME MASTERY TIPS.

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.

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.

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.

4. Avoid distractions.

Remove the things that distract you the most when doing work. Mobile phone, instant messenger, facebook/myspace, music etc so you aren't tempted to avoid working.

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.