Weekly time blocks

Fill fixed commitments first. Label each row with your own time.

Week of _____

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Notes _____

Assignment tracker

Name the next action for each assignment.

Week of _____

Course	Assignment	Due	Next action	Done

Notes _____

Exam countdown

Work backward from the exam date. Schedule a short practice check.

Week of _____

Day / date	Exam / topic	Review task	Practice check

Notes _____

Weekly classes

Use one row for each course you want to plan.

Week of _____

Course	Class time	Due this week	Prep / next step

Notes _____

Homework priorities

Turn broad tasks into the next action you can finish.

Week of _____

Priority	Task	Due	Next action

Notes _____

Project milestones

Give each milestone a check-in date and a clear output.

Week of _____

Project	Milestone	Check-in	Output / next step

Notes _____

Study sessions

Choose a small topic and write down how you will check it.

Week of _____

Day / time	Topic	Practice activity	Next step

Notes _____

Weekly reading

Record the assigned page range and one main idea.

Week of _____

Course	Reading	By when	Main idea / question

Notes _____

Study and work shifts

Start with shifts and classes. Leave room to get between them.

Week of _____

Day	Work / class	Travel	Study window
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Notes _____

Catch-up plan

Identify one next step and a time to revisit each task.

Week of _____

Overdue task	Contact / action	Time reserved	Recheck

Notes _____

Weekly reset

Use the top rows to look back and the lower rows to plan ahead.

Week of _____

Review / plan	What matters	Next action
Finished		
Still open		
What helped		
What got in the way		
Keep		
Change		
First action		
Next deadline		
Ask for help		
Leave open		

Notes _____

Low-ink weekly overview

Use the two wide columns for any kind of weekly plan.

Week of _____

Day	Fixed commitments	Study or personal tasks
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Notes _____