Weekly Time Sheet—for planning

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|  | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
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Instructions:

You will need to put all of your “big rocks” for an entire 7-day week into this calendar, which shows each 30-minute increment of every day. (You may or may not choose to include little rocks as well—AFTER you put the big rocks in.)

1. **List all the big rocks in your college experience.** For instance:
* Each class (all of them)
* When you plan to do homework for each class (i.e., I’m free after Geology, so I’ll do my homework for Geology in the two hours right after class.)
* Meals—at least two!
* Sleep time—give yourself the amount of time you KNOW works for you, and don’t let yourself take naps of more than 30 minutes
* Campus job
* CSO, Quiet Time, Sunday School, prayer time
* Clubs, sports, student government, house meetings, etc.
1. **Using a highlighter, colored markers or pencils, or just a bold pen you can use for outlining the boxes, put the items on your list into the schedule.**
	* If you can envision a better system for yourself that indicates ALL of these things—such as a color-coded online Outlook, iCal, or Google calendar—you may use that. But you must differentiate each activity clearly, and you must be able to share it in class and with me on paper (not your iPhone, tablet, laptop).
2. **Little rocks: After the big rocks are in, you can add things like this:**
* Pub time
* Errands in town
* Attend sporting event/play/concert
* Call parents
* Ping pong
* Games

Reminders:

* Weekend does not mean “free time.” It means unscheduled time you have to manage.
* You can (and must) do homework during daylight hours
* It takes time to get places on campus. Allow walking/biking time. Even allow catastrophic delay time.