

[illegible]

Week #	Date Range (Mon–Sun)	Course	Major Deadlines (tests, papers, projects)	Study Focus / Key Tasks for This Week

*Add more rows as needed for longer semesters or additional courses.*

## 1.2 FULL-TIME STUDENT – WEEKLY STUDY PLAN (BY COURSE)

Use this at the start of each week to plan study time for each course.

### WEEKLY STUDY PLAN (FULL-TIME STUDENT)

Week of: \_\_\_\_\_ (Dates: \_\_\_\_\_)

Course	Target Study Hours This Week	Key Assignments / Exams (with dates)	Specific Study Tasks (chapters, problem sets, etc.)	Planned Study Sessions (Day & Time)	Actual Hours Completed

Notes for this week (challenges, reminders, adjustments):

---



---



---



---

## 1.3 FULL-TIME STUDENT – DAILY STUDY SCHEDULE

Plan your full day in hourly blocks, including classes, study, meals, and breaks.

### DAILY STUDY SCHEDULE

Date: \_\_\_\_\_ Day: \_\_\_\_\_

Time Slot	Class / Study Task / Activity	Location	Priority (H/M/L)	Done (✓)
6:00–7:00				
7:00–8:00				
8:00–9:00				
9:00–10:00				
10:00–11:00				
11:00–12:00				
12:00–13:00				
13:00–14:00				
14:00–15:00				
15:00–16:00				
16:00–17:00				
17:00–18:00				
18:00–19:00				
19:00–20:00				
20:00–21:00				
21:00–22:00				
22:00–23:00				

Daily reflection (what went well / what to change tomorrow):

---

---

---

## SECTION 2 – WORKING STUDENT TEMPLATES

### 2.1 WORKING STUDENT – WEEKLY WORK–STUDY OVERVIEW

Day	Work Hours (start–end)	Class Hours (start–end)	Commute Time (approx.)	Available Study Block(s) (time ranges)	Main Study Focus for the Day	Self-Care / Life Tasks (errands, family, etc.)
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

Map out your work shifts, class times, and realistic study blocks.

## WEEKLY WORK–STUDY OVERVIEW

Week of: \_\_\_\_\_

## 2.2 WORKING STUDENT – SHIFT-DAY MICRO-PLAN

Use this for days when you have work and study to manage around it.

### SHIFT-DAY MICRO-PLAN

Date: \_\_\_\_\_ Day: \_\_\_\_\_

Work Shift: \_\_\_\_\_ to \_\_\_\_\_

### A. BEFORE WORK

Time	Task / Study Focus	Priority (H/M/L)	Done (✓)

### B. DURING WORK (MICRO-BREAKS / DOWNTIME)

Possible quick tasks (flashcards, planning, reading, etc.)

Approx. Time / Break	Quick Task (5–15 minutes)	Materials Needed	Done (✓)

### C. AFTER WORK

Time	Task / Study Focus	Priority (H/M/L)	Done (✓)

Notes (energy level, what to adjust next shift-day):

---

---

---

### 2.3 WORKING STUDENT – WEEKLY TARGET VS. REALITY

Track how your plans compare to what you actually achieve.

#### WEEKLY TARGET & REALITY CHECK

Week of: \_\_\_\_\_

Course / Goal Area	Target Study Hours	Planned Study Slots (days/times)	Actual Hours Completed	Main Obstacles (work, fatigue, etc.)	Adjustment for Next Week

Overall notes for the week:

---

<b>Day</b>	<b>Commute Segment (Home→Campus, etc.)</b>	<b>Duration (mins)</b>	<b>Mode (bus/train/car, etc.)</b>	<b>Suitable Study Tasks (light reading, flashcards, audio, etc.)</b>	<b>Materials / Apps Needed</b>	<b>Packed / Ready? (✓)</b>
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
Sunday						

### SECTION 3 – COMMUTER STUDENT TEMPLATES

#### 3.1 COMMUTER STUDENT – COMMUTE STUDY PLANNER

Use this to plan how you'll use commute time productively (if safe/possible).

##### COMMUTE STUDY PLANNER

Week of: \_\_\_\_\_

*Only schedule tasks that are safe for your commute mode (e.g., audio notes for driving).*

#### 3.2 COMMUTER STUDENT – ON-CAMPUS STUDY BLOCKS

Plan how to use gaps between classes while you're on campus.

##### ON-CAMPUS STUDY BLOCK SCHEDULER

Week of: \_\_\_\_\_

<b>Day</b>	<b>Time Block (start–end)</b>	<b>Location on Campus (library, lab, etc.)</b>	<b>Course / Task Focus</b>	<b>Notes (Wi-Fi, outlets, quiet, etc.)</b>
Monday				

Day	Time Block (start–end)	Location on Campus (library, lab, etc.)	Course / Task Focus	Notes (Wi-Fi, outlets, quiet, etc.)
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

### 3.3 COMMUTER STUDENT – DAILY “GO BAG” CHECKLIST

Prepare everything you need before leaving home.

#### DAILY GO-BAG CHECKLIST

Date: \_\_\_\_\_ Day: \_\_\_\_\_

Category	Items to Pack (check off each day)	Packed? (✓)
Study Materials	<input type="checkbox"/> Laptop / charger	
	<input type="checkbox"/> Textbooks / printouts	
	<input type="checkbox"/> Notebooks / binder	
	<input type="checkbox"/> Pens, highlighters, sticky notes	
Digital	<input type="checkbox"/> Downloaded readings / slides	
	<input type="checkbox"/> Offline access to key files (if needed)	
	<input type="checkbox"/> Headphones	
Commute	<input type="checkbox"/> Bus/train pass / parking permit	
	<input type="checkbox"/> Water bottle / snack	
	<input type="checkbox"/> Umbrella / jacket	

Category	Items to Pack (check off each day)	Packed? (✓)
Personal	<input type="checkbox"/> Wallet / ID / keys	
	<input type="checkbox"/> Medications / personal items	

Additional items for today:

---



---



---

## SECTION 4 – UNIVERSAL WEEKLY PLANNING WORKSHEETS

These work for full-time, working, and commuter students.

### 4.1 MASTER WEEKLY TIME-BLOCK SCHEDULE

Use this as a master template for your week. Block in fixed commitments first (classes, work), then add study blocks.

#### WEEKLY TIME-BLOCK SCHEDULE

Week of: \_\_\_\_\_

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00–7:00							
7:00–8:00							
8:00–9:00							
9:00–10:00							
10:00–11:00							
11:00–12:00							
12:00–13:00							
13:00–14:00							
14:00–15:00							
15:00–16:00							
16:00–17:00							
17:00–18:00							

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
18:00–19:00							
19:00–20:00							
20:00–21:00							
21:00–22:00							
22:00–23:00							

Legend (optional):

Class = \_\_\_\_\_ Work = \_\_\_\_\_ Study = \_\_\_\_\_ Personal = \_\_\_\_\_

## 4.2 WEEKLY PRIORITIES & TO-DO PLANNER

Plan your most important goals and tasks for the week.

### WEEKLY PRIORITIES OVERVIEW

Week of: \_\_\_\_\_

#### Top 3 Academic Goals This Week

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Major Deadlines This Week (Assignments / Exams / Projects)

Course / Area	Deadline (date)	Task / Description	Prepared? (Y/N)

#### Habit / Study Targets (e.g., hours, sessions, routines)

Habit / Target (e.g., 2 hrs/day of math)	Weekly Goal	Actual (end of week)	Notes

Habit / Target (e.g., 2 hrs/day of math)	Weekly Goal	Actual (end of week)	Notes

### WEEKLY TO-DO BY COURSE / AREA

Course / Area	Task / Assignment	Due Date	Est. Time (mins)	Priority (H/M/L)	Scheduled (Day/Time)	Done (✓)

### 4.3 WEEKLY REVIEW & NEXT WEEK SETUP

Use this at the end of each week to improve your schedule.

#### WEEKLY REVIEW

Week of: \_\_\_\_\_

#### 1. What worked well this week?

(Study methods, timing, locations, routines that helped.)

#### 2. What didn't work well?

(Times you consistently missed, distractions, over-scheduling.)

#### 3. Study Hours: Target vs Actual

Course / Area	Target Hours	Actual Hours	Difference (+/-)	Notes (why?)

Course / Area	Target Hours	Actual Hours	Difference (+/-)	Notes (why?)

**4. Biggest obstacles this week (work, commute, energy, etc.):**

---

---

**5. Adjustments for next week**

(What you'll do differently: new time blocks, shorter sessions, different location, etc.)

---

---

**6. Next week's top 3 priorities**

1. 

---
2. 

---
3. 

---

**4.4 DAILY FOCUS SHEET (OPTIONAL, UNIVERSAL)**

Use this alongside any schedule to clarify your daily focus.

**DAILY FOCUS SHEET**

Date: 

---

 Day: 

---

**Today's Top 3 Must-Do Tasks**

1. 

---
2. 

---
3. 

---

**Other Tasks (Nice-to-Do)**

- ---
- ---
- ---

**Time-boxed Study Sessions**

Start–End Time	Subject / Task	Location	Goal for This Session (e.g., finish 20 problems)	Done (✓)

End-of-day notes (what to improve tomorrow):

---

---

---

=== END TEMPLATE PACK ===

