Weekly / Daily Planner

Dates: _____ to _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

Study Period Details

Day:	To do:

REMINDERS:

How to use the "Weekly / Daily Planner" template

Step #1. Create a planner for this semester

- Fill in all activities you do consistently each week (e.g., classes, labs, work, sports).
- Color-code these activities.
- Colour photocopy the number of weeks in your semester (x13).
    - Be sure to include "Study Period Planner" on back of each week.
- On top of each Weekly chart, write the applicable dates for that week (e.g., Sept 20 – Sept 27).
- Add important StFX dates, such as the drop date for classes for the semester and holidays.

Step #2. Use your planner with the Cornell notetaking method

- Once a week (e.g., Sunday evening), fill in time for **revisions** after classes. Use this time to complete and correct your class notes and to write "prompts" for self-testing. (The number of sessions per week will vary.)
- Fill in **short morning preparation/review** times before classes. Use this time to review your notes and prompts for self-testing.

Step #3. Use your planner to keep up with weekly readings and assignments

- Once a week (e.g., Sunday evening), fill in **longer study periods** throughout the week. (Remember, for every hour you spend in class, you should spend 2 – 3 hours studying.)
- Use the "Study Period Details" section of your "Weekly / Daily Planner" to record what you will do for each study period.

Step #4. Use your planner to manage major projects and assignments

- Add **due dates** for all major assignments.
- ADD **start dates** of major assignments. (Larger projects have a start date two or three weeks in advance of the due date.)
- Use the Assignment Calculator (www.lib.umn.edu/ac) to break larger projects into smaller tasks.
- Use the "Study Period Details" section of your "Weekly / Daily Planner" to record what you will do for each study period.