

Building a Weekly Schedule

Name: _____ **Date:** _____

LEARNING OBJECTIVE

Students will design and fill in a realistic weekly planner reflecting their actual commitments and priorities.

MATERIALS NEEDED

- 1 large sheet of paper or poster board
- ruler
- colored pencils

HANDS-ON ACTIVITY

1. Using a ruler, draw a 7-column by multiple-row grid to create a weekly planner (columns = days of the week, rows = time blocks like morning/afternoon/evening or specific hours).
2. Fill in all your fixed commitments first (school hours, sports/activities, meals, sleep) in one color.
3. Using your SMART goal steps from Week 3 and your priority list from Week 2, schedule specific blocks of time for homework, goal-related tasks, and chores in a second color.
4. Fill in remaining open time with free time or flexible activities in a third color, and check that every day has at least one open/rest block.

QUESTIONS

1. How many total hours of free/flexible time did you schedule for the whole week?

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2. On which day of the week is your schedule the busiest, and what fills most of that day?

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3. Where did you schedule time for your Week 3 SMART goal steps?

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4. Why is it important to schedule flexible/rest time into a weekly plan instead of filling every block with tasks?

