|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Weekly*** | **Sunday** | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** |
| *Priorities for the Day* |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| *Morning* |  |  |  |  |  |  |  |
| *Afternoon* |  |  |  |  |  |  |  |
| *Evening* |  |  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Priority Color Coding: | High Priority | Medium Priority | Low Priority |
| ***Daily*** | **Day: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| *Priorities for the Day* |  |
|  |
|  |
| *9:00am* |  |
| *10:00am* |  |
| *11:00am* |  |
| *12:00pm* |  |
| *1:00pm* |  |
| *2:00pm* |  |
| *3:00pm* |  |
| *4:00pm* |  |
| *5:00pm* |  |
| *6:00pm* |  |
| *7:00pm* |  |
| *8:00pm* |  |
| *9:00pm* |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| *Things to consider:* | Study time | Class time | Work time | Down time | Self-care time | Social time (virtually!) |
| ***High Priorities*** | ***Medium Priorities*** | ***Low Priorities*** |
| Things that must be done today: | Things that should get done today if I have time, or in the near future: | Things that could be pushed off but should get done eventually: |
| 1. | 1. | 1. |
| 2. | 2. | 2. |
| 3. | 3. | 3. |
| 4. | 4. | 4. |
| 5. | 5. | 5. |
| 6. | 6. | 6. |
| 7. | 7. | 7. |
| 8. | 8. | 8. |
| 9. | 9. | 9. |
| 10. | 10. | 10. |

***Breaking Tasks into Smaller Steps:***

|  |  |  |  |
| --- | --- | --- | --- |
| *Example:*writing a paper | Big Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Big Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Big Task: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Step 1: read the prompt/rubric | 1. | 1. | 1. |
| Step 2: identify the main idea/topic | 2. | 2. | 2. |
| Step 3: create a basic outline of the paper | 3. | 3. | 3. |
| Step 4: add more details to each point of the outline | 4. | 4. | 4. |
| Step 5: use the outline to write paragraphs | 5. | 5. | 5. |
| Step 6: proofread the paper and make edits | 6. | 6. | 6. |
| Step 7: turn in the paper | 7. | 7. | 7. |
| Note: it can be helpful to take a break and go back to the paper with fresh eyes! | Notes: | Notes: | Notes: |

\*\*Please don’t feel pressured to use all seven of the step boxes if you don’t need them. Similarly, you can also add more than seven steps if you need to. You can adapt this tool and make it whatever you need it to be!\*\*