

Do you know where your time actually goes? Or do you just want to add more structure to your planning and create better study habits? This Weekly Calendar tool can be used as a weekly planner, but it can also be used in the following exercises:

### Weekly Log & Reflection

1. The goal of this exercise is to track how you are spending your time each week. Use the log to record exactly how you spend each hour for one week. Be specific and thorough, and consider including details like who you were with or your energy levels. Fill it in throughout the day rather than waiting until each evening to keep a more accurate record.
2. At the end of the week, review your log for patterns. Consider highlighting academic tasks, social activities, personal tasks, and sleep in separate colors, then adding up the hours per day you spent on each category.
  - Are there categories or tasks where you are spending too much or not enough time?
  - Are you making the best use of your unscheduled time?
  - How did your energy levels vary throughout the day, and how did it affect your productivity?
  - Can you identify any procrastination patterns or time-wasting activities?

### Prospective/Retrospective Calendar

1. This exercise aims to compare what you plan to do with what you actually get done. Create two copies of the calendar and label one "Prospective" (e.g. planned) and the other "Retrospective" (e.g. reality).
2. For the "Prospective" calendar, create an ideal plan for each day, including time intended to be spent sleeping, eating, going to class, studying, working, socializing, etc.
3. For the "Retrospective" calendar, record a log of how you actually spent the time. Be as specific and honest with yourself as possible.
4. At the end of each day or at the end of the week, compare your "Prospective" and "Retrospective" calendars and consider the following:
  - How well did you stick to your plan? Did everything get completed, or did unanticipated events/tasks derail your day?
  - What patterns emerged? Which activities took more/less time than planned, and why?
  - Can you identify any procrastination patterns or time-wasting activities?

### Fixed Commitments First

1. This exercise aims to determine how much free time you actually have available to spend on academic and personal tasks. Begin by filling in your fixed commitments on the weekly calendar. These are non-negotiable tasks occurring at set times, such as classes, work shifts, club/org meetings, and personal responsibilities.
2. Include other fixed commitments like commute/travel time, meals, and sleep.
3. Next, note down any tentative commitments, such as social plans or study groups.
4. Once you have filled in all of your committed hours, you should be able to identify your uncommitted blocks of time. Highlight or mark these blocks as your available study time.
5. Finally, create a plan to utilize these study blocks effectively to accomplish your academic tasks throughout the week.



<b>Week of:</b>							
	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
6:00 am							
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 pm							
6:00 pm							

Week of:							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00 pm							
8:00 pm							
9:00 pm							
10:00 pm							
11:00 pm							
12:00 am							
12:00am - 5:00 am							

### High Priority Tasks


### Low Priority Tasks
