# Centre for Academic Development

Weekly planner

A **weekly planner** is good for getting into a regular routine. It helps you plan the balance of activities during your week and see when you have time for study periods.

Using the weekly planner

* First enter in all of your fixed commitments, such as timetabled lectures, seminars, paid work, and regular activities
* Then see when you can allocate blocks of time for studying - book these into your weekly plan just as you would for fixed commitments
* Also plan in time for relaxing and time off

Scroll down for the weekly planner template

|  | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | **Saturday** | **Sunday** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Morning** |  |  |  |  |  |  |  |
| **Afternoon** |  |  |  |  |  |  |  |
| **Evening**  |  |  |  |  |  |  |  |