

Weekly timetable: Instructions: Mark each activity with an ✓ or ✗ to show that you did or did not complete the activity. Write down what it was that kept you from completing the activity.

	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	(in bed – lights out)	(in bed – lights out)	(in bed – lights out)	(in bed – lights out)	(in bed – lights out)	(in bed – lights out)	(in bed – lights out)
12:00							
Study hours							
Leisure time							
Hours slept							

Step #1: Block off the time you are in school as well as all your extra-curricular activities, such as dance, sport practice, music lessons and work. Add in time for fun stuff (e.g., time with friends, watching movies and shows as well as video games). Make sure that fun stuff gets done **after** you do some work.

Step #2: Try to find **three blocks** of time to study, each day, if you can, on as many days as possible (even if you do not need them).

Step #3: Goals of the day. The night before (or at breakfast as you start your day), write down **three things** you need to get done. Then write down in the schedule when you want to do it and where you want to do it. For example, you could write down “math homework” from 4:00 to 4:45 pm “at my desk”. Keep your upcoming tests, projects and assignments in mind.

Step #4: Eliminate distractions. That means put the phone away (or in another room), turn off music, games and movies.

Step #5: Take breaks. Take a **5-minute** break after 25 to 45 minutes. Get up, walk around, get something to drink, stretch, check in with a friend but then then get right back to it.

Step #6: Tally the hours. At the end of each day, add up the number of hours you spent studying, as well as the number of hours you spent entertaining yourself.

Step #7: What is going to motivate you. Write down the “carrots” that are going to motivate you. You need a small carrot for the end of the day, and a bigger carrot at the end of the week.

Step #8: Keep track of what you get done by giving each thing you got done a check mark.

What are the main things that you would like to focus more on?