

## Instructions for 2.4 Weekly Schedule

Your weekly schedule allows you to layout an optimum routine for your week. Once you have laid out one week, your other weeks will probably be similar. Weekly meetings, school and work hours, and exercise times will take up about the same amount of time each week.

When you have completed your schedule, post it where you can see it every morning and refer to it often. Think about how it is working for you and learn to modify it according to your priorities, wants, and needs.

When you open your form, you will see that the schedule breaks most of your school day into half-hour increments. The early morning and evening are broken down by hour. If you need to include more than one item in an hour, separate the items by commas (,) or slash marks (/). See the sample form as a guide.

### Instructions:

1. Take out your 2.4 Weekly Priorities form. Begin to build a weekly schedule by placing each of your A priority items in your schedule. These will include many of the fixed commitments that you have every day or week, including sleeping, eating, classes, or other regular activities.
2. Once your top priorities are listed, you can move to your B priority items. Remember that these are things you should do, so you are wise to try to make room for them if you can. If you do not do them now, you may find them on your A level priority list next week.
3. Finally, fill any remaining spaces with your C level priorities. Depending on the type of tasks on your list, you may decide to leave some free time open rather than include all of your C level tasks. These priorities are things that can wait and will, in fact, not cause any problems if they are never done (e.g., going to the movies).

Go now to complete your *2.4 Weekly Schedule*. When you have completed your schedule, be sure to keep an electronic and a print copy.