**Use only one planner or organizer.**  
**Write everything in pencil.**  
**At the beginning of each week, hold a personal planning session to plan your week. Also, at the start of every day set aside 15 minutes to plan.**  
**Review the upcoming days to see what needs to be prepared and determine what, if any, things you can do today.**  
**Write down everything that is a firm commitment. If something falls through, refer to your list of prioritized tasks on the back of your planner.**  
**Write down everything that is a firm commitment. If something falls through, refer to your list of prioritized tasks on the back of your planner.**  
**Think of school as a full-time job (i.e. 8:00 a.m. to 5:00 p.m.). Dedicate these hours solely to schoolwork. By following this rule, after 5:00 should allow for personal time.**  
**If you review material within one hour after class, you will retain 83% of the material. A quick 10 min. review at the end of the day keeps the retention at 83%. Another 10 min. review after one week continues to keep the retention at 83%. A fourth additional 10 min. review after one month keeps the retention at 83%. You need to review 17% carefully. (NOTE: If you do not review, the retention goes down to 43% within one hour, 21% after one day and stays at 21% after one week and one month). Have you scheduled in the time when you’ll study specific subjects?**  
**Use the idle time between classes wisely, even if it’s only 5-10 minutes by studying notes or flash cards.**

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
</tr>
<tr>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
</tr>
<tr>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
</tr>
<tr>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
</tr>
<tr>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
</tr>
<tr>
<td>10:00</td>
<td>10:00</td>
<td>10:00</td>
<td>10:00</td>
<td>10:00</td>
<td>10:00</td>
<td>10:00</td>
</tr>
<tr>
<td>10:30</td>
<td>10:30</td>
<td>10:30</td>
<td>10:30</td>
<td>10:30</td>
<td>10:30</td>
<td>10:30</td>
</tr>
<tr>
<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
<td>11:00</td>
</tr>
<tr>
<td>11:30</td>
<td>11:30</td>
<td>11:30</td>
<td>11:30</td>
<td>11:30</td>
<td>11:30</td>
<td>11:30</td>
</tr>
<tr>
<td>12:00</td>
<td>12:00</td>
<td>12:00</td>
<td>12:00</td>
<td>12:00</td>
<td>12:00</td>
<td>12:00</td>
</tr>
<tr>
<td>12:30</td>
<td>12:30</td>
<td>12:30</td>
<td>12:30</td>
<td>12:30</td>
<td>12:30</td>
<td>12:30</td>
</tr>
<tr>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
<tr>
<td>1:30</td>
<td>1:30</td>
<td>1:30</td>
<td>1:30</td>
<td>1:30</td>
<td>1:30</td>
<td>1:30</td>
</tr>
<tr>
<td>2:00</td>
<td>2:00</td>
<td>2:00</td>
<td>2:00</td>
<td>2:00</td>
<td>2:00</td>
<td>2:00</td>
</tr>
<tr>
<td>2:30</td>
<td>2:30</td>
<td>2:30</td>
<td>2:30</td>
<td>2:30</td>
<td>2:30</td>
<td>2:30</td>
</tr>
<tr>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
<td>3:00</td>
</tr>
<tr>
<td>3:30</td>
<td>3:30</td>
<td>3:30</td>
<td>3:30</td>
<td>3:30</td>
<td>3:30</td>
<td>3:30</td>
</tr>
<tr>
<td>4:00</td>
<td>4:00</td>
<td>4:00</td>
<td>4:00</td>
<td>4:00</td>
<td>4:00</td>
<td>4:00</td>
</tr>
<tr>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
<td>4:30</td>
</tr>
<tr>
<td>5:00</td>
<td>5:00</td>
<td>5:00</td>
<td>5:00</td>
<td>5:00</td>
<td>5:00</td>
<td>5:00</td>
</tr>
<tr>
<td>5:30</td>
<td>5:30</td>
<td>5:30</td>
<td>5:30</td>
<td>5:30</td>
<td>5:30</td>
<td>5:30</td>
</tr>
<tr>
<td>6:00</td>
<td>6:00</td>
<td>6:00</td>
<td>6:00</td>
<td>6:00</td>
<td>6:00</td>
<td>6:00</td>
</tr>
<tr>
<td>6:30</td>
<td>6:30</td>
<td>6:30</td>
<td>6:30</td>
<td>6:30</td>
<td>6:30</td>
<td>6:30</td>
</tr>
<tr>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
</tr>
<tr>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
<td>7:30</td>
</tr>
<tr>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
<td>8:30</td>
</tr>
<tr>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
<td>9:00</td>
</tr>
<tr>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
<td>9:30</td>
</tr>
</tbody>
</table>

What did I do well in following my plan today?  
Where did I stray from following my plan today?  
How can I be a better steward of my time tomorrow?
<table>
<thead>
<tr>
<th>TID</th>
<th>Prioritize your days activities: A = Must do, B = Should do, C= Nice to do</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A, B, or C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Things To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

(Today I’ll Do It) Date_________________ (Today I’ll Do It) Date_________________ (Today I’ll Do It) Date_________________

<table>
<thead>
<tr>
<th>TID</th>
<th>Prioritize your days activities: A = Must do, B = Should do, C= Nice to do</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>A, B, or C</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Things To Do</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

(Today I’ll Do It) Date_________________ (Today I’ll Do It) Date_________________ (Today I’ll Do It) Date_________________