

Weekly Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
12:00 midnight - 06:00 a.m.							
06:00 a.m. - 08:00 a.m.							
08:00 a.m. - 10:00 a.m.							
10:00 a.m. - 12:00 noon							
12:00 noon - 02:00 p.m.							
02:00 p.m. - 04:00 p.m.							
04:00 p.m. - 06:00 p.m.							
06:00 p.m. - 08:00 p.m.							
08:00 p.m. - 10:00 p.m.							
10:00 p.m. - 12:00 midnight							

Instructions:

1. Take 30-60 minutes to fill in your weekly schedule. It would be best to do this at a fixed time, for example, on Sunday evening.
2. Look for all of your scheduled appointments, tasks and activities for the upcoming week from all areas of your life. Have a look at your semester schedule and transfer the appointments and tasks noted there to the week ahead. Remember to not only write down commitments, but also motivational and relaxing things.
3. Assign different colors or symbols to the various areas of your life. For more flexible planning, you could use small post-it notes in different colors.
4. First off, enter any appointments, tasks and activities that take place at fixed times and are non-negotiable into the respective time slots of your weekly schedule. For instance: Time for rest at night, university courses, work duties, family time, bodily hygiene, eating times, breaks, group work appointments. Mark them according to the area of your life they belong to.
5. Reserve time slots for preparation and follow-up work of your university courses and other important appointments.
6. Assign more flexible appointments, tasks and activities to the remaining time slots. Be aware of your personal performance curve while you create these schedules. Challenging and relaxing tasks/activities should alternate. Mark these appointments, tasks and activities to indicate which area of your life they belong to. If you work with post-it notes, it will be relatively easy to try out different versions for your schedule.
7. Based on the colors or symbols assigned to the different areas of your life, check whether individual areas take up too much or not enough time. Compare this to your goals and priorities and adjust your schedule if necessary.
8. Make sure to create well-balanced schedules between the different days of the week and try to create space for certain routines. Every day should contain at least one activity that you can look forward to.
9. Update your weekly schedule whenever you get unexpected appointments or tasks in the course of the week or if individual tasks take longer than expected. Reprioritize if necessary.