



Creating a Weekly Plan

Why It Matters:

Students who plan their week ahead of time are **more likely to complete assignments, feel less overwhelmed, and develop consistent academic habits.** Weekly planning reduces cognitive load and decision fatigue—so you can spend less time figuring out *what* to do and more time actually doing it.

Planning ahead improves academic outcomes and executive functioning in adolescents. (*Claessens et al., 2007; Macan et al., 1990, Applied Psychology: An International Review*)

Step 1: Gather What's Coming Up

Let's list out the most important academic, personal, and self-care events for the week ahead.

Category	What's Coming Up This Week?
 Schoolwork	(Tests, projects, reading, assignments)
 Appointments	(Therapy, tutoring, meetings, etc.)
 Time-Based	(Class schedule, extracurriculars, family events)
 Self-Care	(Sleep, meals, movement, downtime, breaks)

Step 2: Block It Out

Choose a format that works for you—planner, digital calendar, weekly grid—and plug in:

- 1. **Fixed events first** (classes, appointments, practice)
- 2. **Work blocks** (assignments, studying)
- 3. **Rest and recharge time** (don't skip this part!)
- 4. **Flex time** (for catch-up, breaks, or overflow)

 Tip: Time-blocking ≠ perfection. Just give each activity a home.

Day	Key Commitments & To-Dos
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Weekend	

Step 3: Choose a Weekly Focus

What's the **one thing** that matters most this week?

| My Weekly Focus: _____ |

Examples:

- Finish my history project early

- Stick to my study routine
 - Sleep at least 7 hours every night
 - Use my planner every day
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Step 4: Reflect

- What has helped you stay organized in past weeks?
My answer: _____
 - What usually throws your week off?
My answer: _____
 - What's one small thing you'll do differently with your plan this week?
My answer: _____
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Challenge:

Use this weekly planning process at the start of each school week.

Check in midweek to update and adjust—your plan is a tool, not a trap.