



Planning Your Week

Undergraduate Tutoring Center | University of Vermont

Week # of Semester:

Dates:

Directions: Use this worksheet to visualize your upcoming week. Include time for reviewing course content, extracurricular activities, chores, and self-care.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
11:30 am							
12:00 pm							
12:30 pm							
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6:00 pm							
6:30 pm							
7:00 pm							
7:30 pm							
8:00 pm							
8:30 pm							
9:00 pm							
9:30 pm							
10:00 pm							



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10:30 pm							
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Week # of Semester:

Dates:

Directions: Use this worksheet to plan your upcoming week. Identify any outstanding tasks from last week that you would like to complete, your priorities for this week, and anything notable for next week.

Follow-up from Last Week:

Task	Estimated Time to Complete	Due Date

Priorities for This Week:

Task	Estimated Time to Complete	Due Date

Looking Towards Next Week / Progress on Any Goals

Task	Estimated Time to Complete	Date