

**STAY ORGANIZED**

## YOUR WEEK AT A GLANCE

Each week, complete a new form that includes all classes, labs, sports, extracurricular activities, chores, meals, etc. Use the column to the far left to help you manage priorities.

Priorities for this week (regular)	Est. Time	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		7:00am							
		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							
		1:00 pm							
		1:30 pm							
		2:00 pm							

Priorities for this week (special)	Est. Time	TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
		2:30 pm							
		3:00 pm							
		3:30 pm							
		4:00 pm							
		4:30 pm							
		5:00 pm							
		5:30 pm							
		6:00 pm							
		6:30 pm							
		7:00 pm							
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