



**To Do List** – Make a list of your tasks & activities, such as homework, chores, and personal projects, that you must do in a week. The list should be in order of priority, with the most important task first.

- |            |   |
|------------|---|
| 1 - _____  | <input type="checkbox"/> Check off when completed |
| 2 - _____  | <input type="checkbox"/> Check off when completed |
| 3 - _____  | <input type="checkbox"/> Check off when completed |
| 4 - _____  | <input type="checkbox"/> Check off when completed |
| 5 - _____  | <input type="checkbox"/> Check off when completed |
| 6 - _____  | <input type="checkbox"/> Check off when completed |
| 7 - _____  | <input type="checkbox"/> Check off when completed |
| 8 - _____  | <input type="checkbox"/> Check off when completed |
| 9 - _____  | <input type="checkbox"/> Check off when completed |
| 10 - _____ | <input type="checkbox"/> Check off when completed |
| 11 - _____ | <input type="checkbox"/> Check off when completed |
| 12 - _____ | <input type="checkbox"/> Check off when completed |
| 13 - _____ | <input type="checkbox"/> Check off when completed |
| 14 - _____ | <input type="checkbox"/> Check off when completed |
| 15 - _____ | <input type="checkbox"/> Check off when completed |

**Weekly Calendar** – Enter your tasks and activities into your calendar at the appropriate time.

	<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
8:00							
9:00							
10:00							
11:00							
Noon							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							

## Observations After Completing the Tasks in Your Weekly Calendar

1 – Did you follow your calendar? Did it work out as you planned? What did you learn?

2 – Were you able to complete your tasks as scheduled? If not, why?

3 – Did you complete all the tasks on your “to do list”? If not, why?

4 – Did you find it helpful to use a weekly planner to keep track of how you spend your time? Where did you waste time?

5 – Do you use a planner in school to help keep track of your homework and assignments?

6 – What types of day planners are available to buy? Which one do you think would work the best for you? Why?