

Task 1: Add your sleeping times

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1am	Sleep					Sleep	
2am							
3am							
4am							
5am							
6am							
7am							
8am							
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							
5pm							
6pm							
7pm							
8pm							
9pm							
10pm							
11pm	Sleep						
12am							

Start with the simple urgent and important activity - sleep. Do not try to squeeze in all of your tasks and miss out on your time to sleep and refresh. Tiredness may mean you are not performing to your full potential.

Task 1: Add your sleeping times

Task 2: Add lectures and seminars

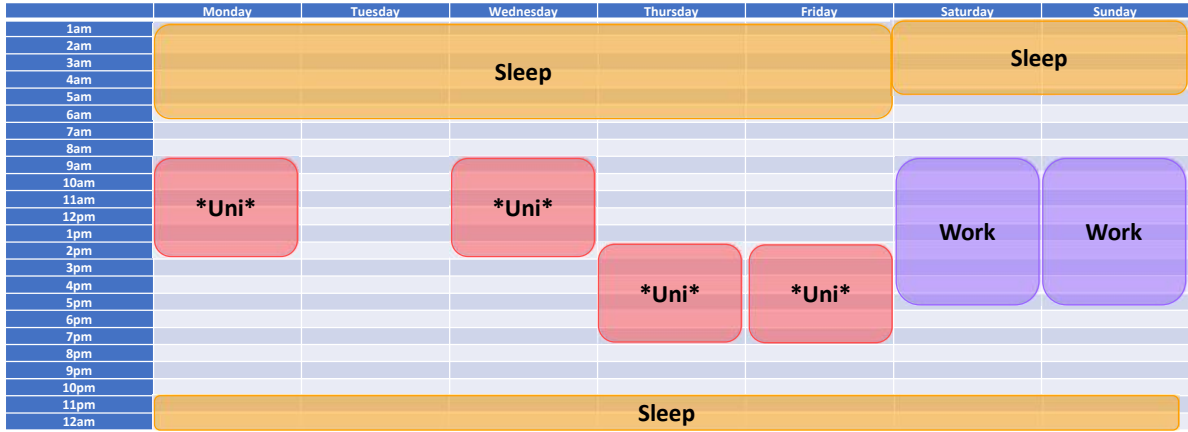
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
1am	Sleep					Sleep	
2am	Sleep					Sleep	
3am	Sleep					Sleep	
4am	Sleep					Sleep	
5am	Sleep					Sleep	
6am	Sleep					Sleep	
7am	Sleep					Sleep	
8am							
9am							
10am	*Uni*		*Uni*				
11am	*Uni*		*Uni*				
12pm	*Uni*		*Uni*				
1pm							
2pm							
3pm							
4pm							
5pm				*Uni*	*Uni*		
6pm				*Uni*	*Uni*		
7pm							
8pm							
9pm							
10pm							
11pm	Sleep					Sleep	
12am	Sleep					Sleep	

Next, add in your urgent important study activities - attending your university lectures and seminars. Attendance is key to improving your understanding of subject content and a great way to collaborate with peers.

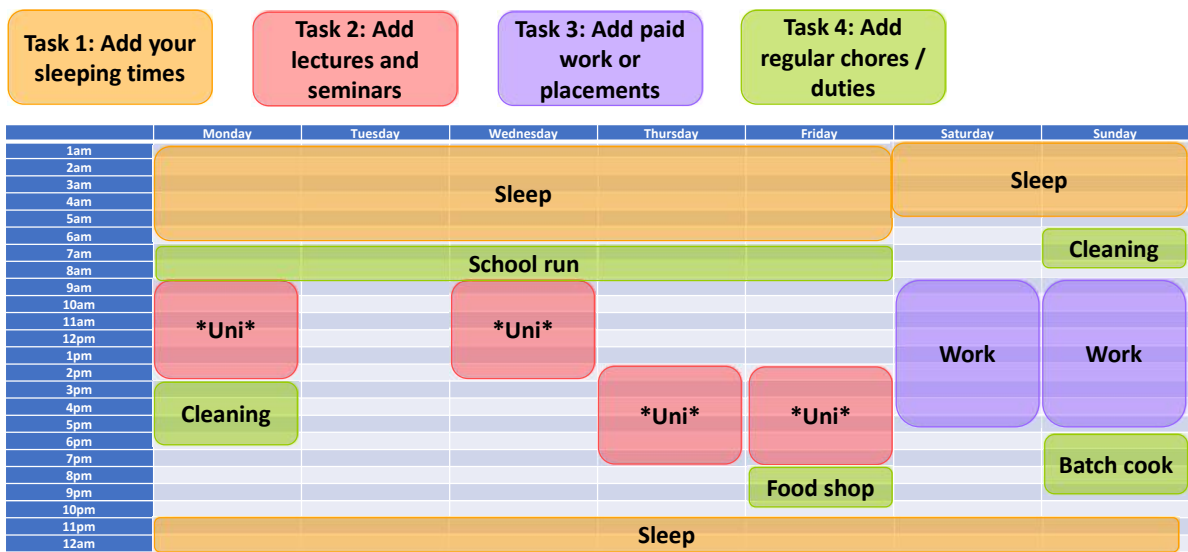
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Task 2: Add lectures and seminars

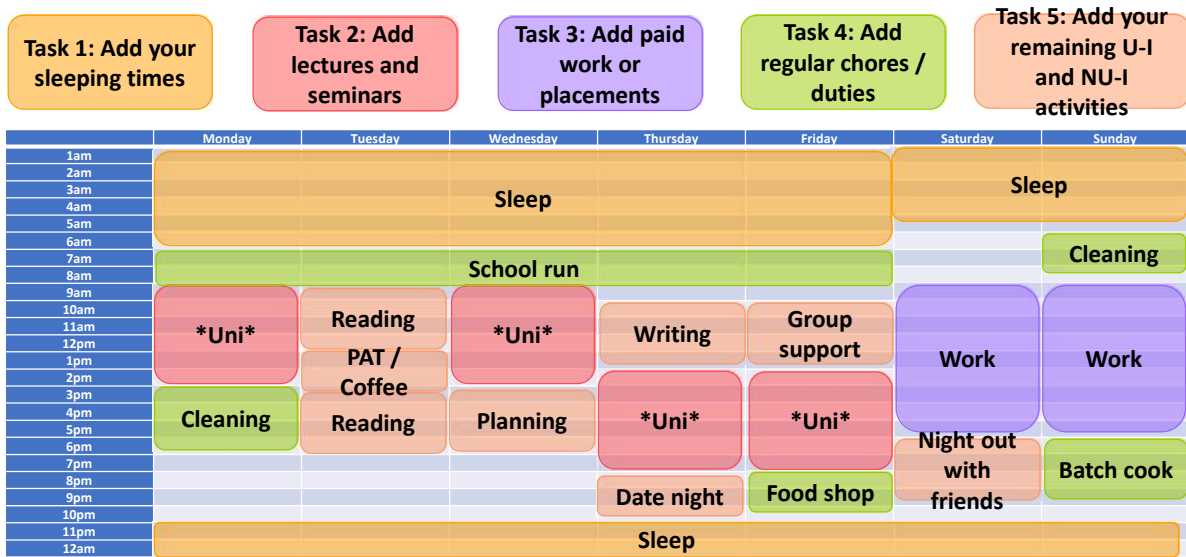
Task 3: Add paid work or placements



Now add in your paid work or placements. These urgent and important activities should be blocked out so you can have a full view of your week.



Next, add in the activities that are urgent, important and regular. These could be daily activities that cannot be missed or delegated, such as cooking dinner.



Finally, add in your remaining urgent & important and not urgent & important activities into manageable blocks. Try not to take too much time on this, the aim is not to micro-manage your week but to improve your planning. Be flexible with yourself and allow for change by using a laminated sheet you can update with a whiteboard marker or your online calendar.