DAILY PLAN

TODAY'S SCHEDULE

6-7 AM	
7-8 AM	
8-9 AM	
9-10 AM	
10-11 AM	
11-12 AM	
12-1 PM	
1-2 PM	
2-3 PM	
3-4 PM	
4-5 PM	
6-7 PM	
7-8 PM	
8-9 PM	

FOR TOMORROW..

TOP PRIORITIES

TOP WEEKLY PRIORITY LIST

WEEK OF: _____

MONDAY		☑
1		
2		
3		
4		
5		

TUESDAY		☑
1		
2		
3		
4		
5		

WEDNESDAY		☑
1		
2		
3		
4		
5		

THURSDAY		☑
1		
2		
3		
4		
5		

FRIDAY		☑
1		
2		
3		
4		
5		

SATURDAY/SUNDAY		☑
1		
2		
3		
4		
5		

Monthly Calendar

Calendars are a great visual cue for what you have coming up. A physical calendar hung up somewhere you will see on a daily basis serves as a reminder and motivator.

Calendars on your phone have the added bonus of being able to send you reminders. If you have a quick assignment due on Thursday, set a reminder for Tuesday. If you have a larger assignment due on the 15th, set a reminder 1 month ahead (or however long you think you will need) to start working on it and break up the different tasks for that assignment.

At the beginning of each semester, look through your syllabi and write all the due dates for your classes. Color-code each course, and update as you go. Then, check it weekly to stay on track and adjust as needed.

You can get blank monthly templates online and print them, or purchase a year-long calendar.

April 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2 **Discussion Q for History Due 6:00pm**	3	4
5	6	7	8 Math chapter 7 due in class	9	10	11
12	13 **Work on final draft of English paper**	14	15	16	17	18
19	20	21 **Start studying for Biology test**	22	23	24 **English Paper Due In Class**	25
26	27	28 **Attend campus event 9am-10am**	29	30	1	2

Time Blocking

DATE _____

BLOCK 1

TIME _____ - _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

BLOCK 2

TIME _____ - _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

BLOCK 3

TIME _____ - _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

BLOCK 4

TIME _____ - _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

BLOCK 5

TIME _____ - _____

- [ ] _____
- [ ] _____
- [ ] _____
- [ ] _____

25-Minute (Pomodoro) Tracker

DATE: _____

TASK	POMODORO SESSIONS					DONE
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○
_____	○○○○	○○○○	○○○○	○○○○	○○○○	○

Important Task Method

GOALS

-
-
-

PRIORITY

1
2
3

TASKS

GOAL 1

-
-
-
-

GOAL 2

-
-
-
-

GOAL 3

-
-
-
-