

Month:		Week:		Purpose/Relevance			Year:	
Day	Task	Focus	Balance	Sharing	Achieved	Notes		
e.g. 1	Research essay topic - 10 relevant articles	✓			N	Researched 8/10 - add rest to next week's tasks		
	Go for a 60 minute walk/jog		✓		Y			
	Attend Group Assignment Meeting	✓		✓	Y	Research relevant info		
2	Create tutorial video on Photoshop	✓		✓				
	Discuss essay guidelines with lecturer	✓						
	Watch a movie with friends		✓					
	Research Group Assignment Info	✓		✓				

Note 1: Try to plan a rough schedule for the entire week - then as you go along, check-off or re-add tasks as appropriate.

Note 2: Focus determines relevance to goals; Balance is time to unwind; Sharing relates to shared responsibilities/information.

Note 3: Do not forget to acknowledge your achievements and reward yourself regularly!