

Breaking Down My Week

One way to reduce stress and be more productive is to determine what you want to focus on, break down those larger goals into realistic tasks, and know which tasks are most urgent. Many students have also found it helpful to declutter their mind by writing down little things that pop into their minds. This helps them to lay it aside and know they can come back to at a better time.

This week, I am focusing on...

1. _____
2. _____
3. _____
4. _____
5. _____

I MUST complete this week...

1. _____
2. _____
3. _____
4. _____
5. _____



BONUS: if worked on this week

Assignments this week

- _____
- _____
- _____
- _____
- _____

Study this week

- _____
- _____
- _____
- _____
- _____

Tests this week

- _____
- _____
- _____

Appointments/Meetings

- _____
- _____
- _____