

Get Ready, Get Set—Plan!

With last week's Time Log and Time Log Reflection nearby, you are ready to plan the upcoming week.

What kind of a person am I?

You know when you are most productive and when you need downtime. Decide if you are a morning or evening person, and plan accordingly. (For example, if you are a morning person, don't plan to get started on your homework at 10:00 p.m. Get up early, and do it in the morning!)

What are my goals?

Keep your activities in line with your goals while you are planning your week. Do you have a major project due? Are you playing three away games this week? How will you get your homework done?

How much rest do I need, and when is dinnertime?

Most people need between six and ten hours of sleep each night to function at their optimum during the day. Be sure to include some time for meals and rest. You will be much more productive and alert when you are eating right and getting enough rest.

What if I don't finish everything I've planned to do?

You should build "catch-up time" into your schedule. This is time set aside for you to finish items in your schedule that are taking more time than you expected. Also, allow for time between back-to-back meetings or appointments for travel and overtime.

When is playtime?

You need a balance between work and fun.

Too much work, and you will "burn out" and become less productive. Too much fun, and nothing will get done.