

WEEK BY WEEK

BREAKING DOWN MY WEEK

Name: _____

One way to reduce stress and be more productive is to determine what you want to focus on, break down large goals into realistic tasks and prioritize urgent tasks. Students have found it helpful to declutter their mind by writing down little things as they think of them. This helps them to put it aside and know they can come back to it at a different time.

THIS WEEK, I WILL FOCUS ON...

1.

2.

3.

COMPLETE THIS WEEK

BONUS IF WORKED ON THIS WEEK

REMEMBER:

- _____
- _____
- _____
- _____
- _____

MEETINGS/APPOINTMENTS:

- _____
- _____
- _____
- _____
- _____
- _____

FOR ANOTHER DAY:

- _____
- _____
- _____
- _____
- _____

FOR ANOTHER WEEK:

- _____
- _____
- _____
- _____
- _____