Medium-term planning

 Weekly planning grid

1. Identify the various areas of life or types of activity that take up your time. These should be activities that recur each week, so you can establish a weekly schedule.
2. Assign a colour to each category.
3. Fill in the grid based on the legend, to establish a snapshot of your weekly time use.
4. You can do this on your computer or on paper, adding as many categories as you deem appropriate (e.g., social life, couple time, extended family, volunteering, medical or personal appointments, meditation, sports, etc.).
5. Post the grid in plain sight in your office or in a shared space (fridge, family bulletin board, etc.) so you and your circle have a very clear idea of the activities that need to be balanced.

 Legend (areas of life + colour in chart)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Study |  | Meals |  | Work |  | … |  |
| Family |  | Transportation  |  | Leisure |  | … |  |
| … |  | … |  | … |  | … |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Monday | Tuesday | Wednesday | Thursday  | Friday  | Saturday  | Sunday  |
| 5–6 a.m.  |  |  |  |  |  |  |  |
| 6–7 a.m.  |  |  |  |  |  |  |  |
| 7–8 a.m. |  |  |  |  |  |  |  |
| 8–9 a.m.  |  |  |  |  |  |  |  |
| 9–10 a.m. |  |  |  |  |  |  |  |
| 10–11 a.m. |  |  |  |  |  |  |  |
| 11 a.m.–12 p.m. |  |  |  |  |  |  |  |
| 12–1 p.m. |  |  |  |  |  |  |  |
| 1–2 p.m. |  |  |  |  |  |  |  |
| 2–3 p.m. |  |  |  |  |  |  |  |
| 3–4 p.m. |  |  |  |  |  |  |  |
| 4–5 p.m.  |  |  |  |  |  |  |  |
| 5–6 p.m.  |  |  |  |  |  |  |  |
| 6–7 p.m. |  |  |  |  |  |  |  |
| 7–8 p.m.  |  |  |  |  |  |  |  |
| 8–9 p.m.  |  |  |  |  |  |  |  |
| 9–10 p.m.  |  |  |  |  |  |  |  |
| 10–11 p.m.  |  |  |  |  |  |  |  |
| 11 p.m.–12 a.m. |  |  |  |  |  |  |  |

Session chart and schedule

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Course title | Registration session | Course start date | Target end date | Total number of hours | Hours per week | Number of assignments | Level of difficulty |
| Course 1: |  |  |  |  |  |  |  |
| Course 2: |  |  |  |  |  |  |  |
| Course 3: |  |  |  |  |  |  |  |
| Course 4: |  |  |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Course 1  | Tracking / Notes |  Dates (If different)  | Course 2 | Tracking / Notes |
| Course start date  |  |  |  |  |  |
| Week 1 |  |  |  |  |  |
| Week 2 |  |  |  |  |  |
|  Week 3 |  |  |  |  |  |
| Week 4 |  |  |  |  |  |
| Week 5 |  |  |  |  |  |
| Week 6 |  |  |  |  |  |
| Week 7 |  |  |  |  |  |
| Week 8 |  |  |  |  |  |
| Week 9 |  |  |  |  |  |
| Week 10 |  |  |  |  |  |
| Week 11 |  |  |  |  |  |
| Week 12 |  |  |  |  |  |
| Week 13  |  |  |  |  |  |
| Week 14 |  |  |  |  |  |
| Week 15 |  |  |  |  |  |
| Week 16 |  |  |  |  |  |
| Week 17 |  |  |  |  |  |
| Final exam |  |  |  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Course 3 | Tracking / Notes |  Dates (If different)  | Course 4 | Tracking / Notes |
| Course start date  |  |  |  |  |  |
| Week 1 |  |  |  |  |  |
| Week 2 |  |  |  |  |  |
|  Week 3 |  |  |  |  |  |
| Week 4 |  |  |  |  |  |
| Week 5 |  |  |  |  |  |
| Week 6 |  |  |  |  |  |
| Week 7 |  |  |  |  |  |
| Week 8 |  |  |  |  |  |
| Week 9 |  |  |  |  |  |
| Week 10 |  |  |  |  |  |
| Week 11 |  |  |  |  |  |
| Week 12 |  |  |  |  |  |
| Week 13  |  |  |  |  |  |
| Week 14 |  |  |  |  |  |
| Week 15 |  |  |  |  |  |
| Week 16 |  |  |  |  |  |
| Week 17 |  |  |  |  |  |
| Final exam |  |  |  |  |  |