

WEEK PLANNING

A good week's planning will allow you to divide your week efficiently and will be your compass in getting tasks finished in time. This will ensure you will experience less stress and will have more time in the end to relax. An efficient week planning can be done **in 5 steps** :

1. Fill in all your **lessons/moments of practice** in your planning
2. Fill in all your **fixed obligations** (regular hobbies, time for youth movement, time for family obligations, appointments with doctors etc.) These are moments you can't use for study.
3. Determine the time you will spend **studying** (reading, summarizing, revising...) this week and express it in an amount of hours. Schedule this in your planning.
4. Plan in when you will **work on which task/assignment** and when you will actually study a course. Plan enough spare (unreserved) time. You can do this using the Eisenhower priority quadrants you created.
5. Plan in **free time**.

To help you get an overview, you can use different **colours** for the different kinds of activities. Take care to use the same colour for the same type of activity!

