

# Daily Organizer

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Use this as a guide to a **typical day** that includes when you: *sleep, wake up, get ready, walk/ride, begin classes/internship, lunch, finish your work day, walk/ride*, and how you spend your time after school (*clubs, jobs, family, dinner, homework/study, enjoy free time, get ready for the next day, exercise, sleep*, etc.).
- Check off the items that pertain to you as you add them to your schedule.
- Feel free to use the hour by hour times, or create your own time slots for half hours, etc.
- Are there things you should be including in your schedule that aren't there? Are you getting enough time to sleep? What would you change? What seems to be working?

7:00 am	
8:00	
9:00	
10:00	
11:00	
12:00 pm	
1:00	
2:00	
3:00	
4:00	
5:00	
6:00	
7:00	
8:00	
9:00	
10:00	
11:00	
12:00 am	

# Weekly Schedule

Name: \_\_\_\_\_ Date: \_\_\_\_\_

- Now that you have considered one of your weekdays, how about the week as a whole? How about a typical weekend?
- Add in the same items: *sleep, wake up, get ready, walk/ride, begin classes/internship, lunch, walk/ride, clubs, jobs, family, dinner, homework/study, enjoy free time, get ready for the next day, exercise, sleep.*
- Feel free to use arrows, color code, or create a symbol key to fill in this schedule.
- When you have completely filled in your schedule, what do you notice? Are you leaving enough time to be successful in school? Are you taking care of your body with proper eating, exercise, and rest? What seems to be working and what should change?

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am							
8:00							
9:00							
10:00							
11:00							
12:00 pm							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 am							