

## Chapter 2:

Create a weekly spreadsheet that includes your sleep and wake hours, class times, homework periods, and any other daily commitments. Be sure to add in social obligations, extracurricular activities, exercise, and any other tasks you want to track. Google Sheets, Google Calendar, and the *Master Calendar* feature in My TOAD App® are excellent tools for this purpose. Creating a consistent routine is important for planning but also for creating comfort with a sense of structure and predictability.

|      | Monday             | Tuesday       | Wednesday | Thursday           | Friday    | Saturday      | Sunday    |
|------|--------------------|---------------|-----------|--------------------|-----------|---------------|-----------|
| 8am  | Wake up            | Wake up       | Wake up   | Wake up            | Wake up   | Wake up       | Wake up   |
| 9am  | Breakfast          | Breakfast     | Breakfast | Breakfast          | Breakfast | Breakfast     | Breakfast |
| 10am | Study              | Class         | Study     | Class              | Study     | Workout       | Workout   |
| 11am | Class              | Group project | Class     | Workout            | Class     | Group project | Study     |
| 12pm | Lunch              | Lunch         | Lunch     | Lunch              | Lunch     | Lunch         | Lunch     |
| 1pm  | Student government | Study         | Study     | Student government | Yoga      | Study         | Study     |
| 2pm  | Class              | Workout       | Class     | Workout            | Class     | Study         | Study     |

**Now make your own:**

|      | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------|--------|---------|-----------|----------|--------|----------|--------|
| 8am  |        |         |           |          |        |          |        |
| 9am  |        |         |           |          |        |          |        |
| 10am |        |         |           |          |        |          |        |
| 11am |        |         |           |          |        |          |        |
| 12pm |        |         |           |          |        |          |        |
| 1pm  |        |         |           |          |        |          |        |
| 2pm  |        |         |           |          |        |          |        |

When creating your spreadsheet, be intentional about not only *when* you're going to work, but *what* you are going to do during that time.

| Wednesday 9/13/24 | Time      | Goal                                                                  |
|-------------------|-----------|-----------------------------------------------------------------------|
| Math              | 3:30-4:30 | Complete problems 1-15 odd                                            |
| Social Studies    | 4:45-5:30 | Read Section 1 Ch 12 and take notes about the causes of the Civil War |
| English           | None      |                                                                       |
| Chem              | 6-7       | Write intro and process sections of lab report                        |
| Spanish           | 7:15-8:15 | Watch YouTube Foods Video and make a recipe for Tacos Rancheros       |

## Now make your own:

| Day/Date | Time | Goal |
|----------|------|------|
|          |      |      |
|          |      |      |
|          |      |      |
|          |      |      |
|          |      |      |