

COMPLETING YOUR WEEKLY PLANNER

Nursing school can be A LOT! But that doesn't mean your schedule has to be! Use this planner and tips to better manage your time.

TIPS AND TRICKS

- Lock in Your **Non-Negotiables**

These are your must show up, no excuse commitments- your foundation! This can include classes, clinicals, CPL, work, etc.

- Add in Your **Flexible but Important Activities/Events**

These tasks matter but you choose when they happen! Think study sessions, tutoring, errands, self-care/social time, etc.

- Build Your **Weekly To-Do List**

This is your academic patient list, what needs attention this week? This could be exam prep, assignments, laundry, etc. Break big tasks into smaller, doable steps. Instead of “Study for Exam”, try “Review Cardiac Meds”.

- Find Your **Power Hours**

This is known as your Biological Prime Time! Ask yourself, do I focus best in the morning or does my functioning show up at night? Schedule your hardest work when your brain is at **PEAK** performance.

- Make it **Yours**

If it is boring, you won't use it! Make your planner fun and functional. Color code, use priority symbols, check off items for motivation. I love pen and paper but you can utilize Microsoft/Google calendars, Notebook LM, etc.

- Be **SPECIFIC!** “Chart like a Nurse”

Details matter, just like documentation in clinicals. The clearer the plan, the easier it is to follow!

- Stay **Committed** and **Accountable!**

Your planner only works if you use it, consistency is key! Keep it with you, adjust as life changes, and celebrate completed tasks.

You aren't just organizing your week, you're building habits that will make you an amazing nurse! Prioritize **rest**, stay **hydrated**, and most of all give yourself **GRACE**. You've got this!

Week Of: _____

WEEKLY PLANNER

Time	Sunday _____	Monday _____	Tuesday _____	Wednesday ____	Thursday _____	Friday _____	Saturday _____
6:00AM							
7:00AM							
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM							
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							
7:00PM							
8:00PM							
9:00PM							
10:00PM							
11:00PM							

Week Of: _____

WEEKLY PLANNER

Sunday _____	Monday _____	Tuesday _____	Wednesday ____	Thursday _____	Friday _____	Saturday _____
8:00	8:00	8:00	8:00	8:00	8:00	8:00
9:00	9:05	9:30	9:05	9:30	9:05	9:00
10:00	10:10		10:10		10:10	10:00
11:00	11:15	11:00	11:15	11:00	11:15	11:00
12:00	12:20	12:30	12:20	12:30	12:20	12:00
1:00	1:25	2:00	1:25	2:00	1:25	1:00
2:00	2:30		2:30		2:30	2:00
3:00	3:35	3:30	3:35	3:30	3:35	3:00
4:00	4:40	5:00	4:40	5:00	4:40	4:00
5:00						5:00
6:00	6:00	6:00	6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00	8:00	8:00	8:00
9:00	9:00	9:00	9:00	9:00	9:00	9:00
10:00	10:00	10:00	10:00	10:00	10:00	10:00
11:00	11:00	11:00	11:00	11:00	11:00	11:00