Handout 3-B: My Weekly System

Session 2 · about 45 minutes

A weekly system works in layers: fixed commitments first, then focus blocks for your hardest work, then a buffer. This handout holds one real upcoming week, a priority triage for it, and a one-line tool decision. Plan the week you actually have, not the one you wish you had.

Layer 1: Fixed commitments

Classes, work, sleep, meals, caregiving, and anything else that can't move. …

Layer 2: Focus blocks (3–5)

Give each block a specific task and a strategy from your Strategy Toolkit card (Handout 2-D).

Day and time	Task	Strategy
…	…	…
…	…	…
…	…	…

Layer 3: Buffer

At least two blocks, and leave at least one block unscheduled. Buffer blocks: …

Triage

Write every task for the week on the grid, then circle the "important, not urgent" items. Make sure at least one is in a focus block.

Priority	Urgent	Not urgent
Important	Do now: …	Schedule: …
Not important	Delegate or shorten: …	Drop or defer: …

My tool decision (one line)

One planner or calendar: … One note system: … I chose them because: …

My Sunday 15-minute reset

Day and time: …

Notes

- **The buffer is not wasted time.** A plan with no slack breaks on the first surprise.
- **Use your Handout 1-A.** Put focus blocks where you focus best (see the condition you named in Handout 1-A).
- **Reset steps.** Once a week, look at the week ahead, move or cancel what won't fit, and name your top three tasks. It grows out of the weekly reflection prompt in Handout 1-E.

Options

A digital calendar, a paper planner, a wall calendar, or sticky notes on a single sheet. Use whichever you will open every day.

Worked example

Fixed commitments

Work Monday to Friday, 8 to 4. Dinner at 6. Sleep 11:30 p.m. to 6:30 a.m. Sister’s call Sunday afternoon.

Focus blocks

Day and time	Task	Strategy
Tue, 7 p.m.	Chapter 3 of the study guide	Blank-page retrieval, 10 minutes after reading
Thu, 7 p.m.	Chapters 1–3 mixed practice questions	Day 3 retrieval, interleaved
Sat, 9 a.m.	Chapter 4, one section at a time	SQ3R

Buffer

Wednesday evening and Friday evening stay free. Saturday afternoon is unscheduled.

Triage

Priority	Urgent	Not urgent
Important	Do now: Submit the exam registration form.	Schedule: Study sessions (Tue, Thu, Sat). Ask the instructor about the practice exam.
Not important	Delegate or shorten: Reply to group-chat questions in one batch.	Drop or defer: Reorganizing my notes app.

Tool decision

Paper planner for the calendar, phone notes for everything else. I’ll open both every day.

Sunday reset

7 p.m. at the kitchen table.