



Plan your week

One page, one week. Five minutes on a Sunday, and you start the week ahead of it.

- 1 **Block your fixed things first:** school, sleep, meals, sport, the journey.
- 2 **Add deadlines and exams** on the day they fall, so nothing surprises you.
- 3 **Drop short study blocks into the gaps.** One subject each, a few across the week.
- 4 **Leave white space on purpose.** A week with no gaps is one you will not keep.

One rule: keep it to a single page you can see at a glance.

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When the plan breaks

Because it will, and that is completely normal. Here is how to recover.

- Do not write off the whole day. One missed block is not a failure.
- Re-plan from now, not from this morning.
- Move the task to the next gap. Do not just delete it.
- If the week is too full, drop the least important thing on purpose.

Remember: a plan is a tool, not a promise. Bend it, and carry on.

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