

# SP<sup>3</sup> - Student Planning Pointers for Parents



## Weekly Schedule Instructions

Note to Parents: Ask your student if you can sit with them to help them complete their first weekly schedule, but let them do it with as little of your help as possible. Completing the schedule will help mentally commit to keeping it.

1. Fill in all of your existing time commitments, including time in class, practices for activities, and family commitments.
2. Identify your assignments that are due this week. List them in the class period during which they must be turned in. Next to their name, indicate the number of hours you believe it will take to complete the assignment in a quality manner.
3. For all your assignments, add up the total number of hours it will take for you to complete them.
4. Identify your “study blocks” — gaps in time where you can study and work on assignments. These should include study halls and time between classes. Add up the total amount of study time you have available, and compare it to the total amount of time it will take to complete your assignments.
5. The difference is the study time available to read your text books, review your notes and prepare to learn the new material in class. Also, you may need to use this time to work ahead if next week includes large assignments that you will not be able to get done next week.
6. Designate what you will work on during each study block.
7. Review your weekly schedule with your parents to make sure there are no commitments you did not know about, as well as to inform them when you will be studying. This will help to avoid any conflicts if you’re asked to do other things during those time periods.
8. Complete a schedule for the next week. Look ahead for large assignments where you may have limited time to complete them, and then use some of your available time the previous week to work ahead.



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