

WEEKLY SCHEDULE DIRECTIONS

You'll need 5 colored pencils and 1 highlighter.

a. With **pencil color 1**, make a line indicating the time you wake up each day. Mark your wake up time late start Wednesdays if it's different from the other days during the week. It may be different on the weekends.

With the same color, make a line indicating the time that you start getting ready for bed (or go into your room). (This does not mean sleeping time, but rather that the day is more or less done.) It may change on weekend nights. In the key, mark this "wake up, done for day."

b. With **pencil color 2**, mark the time that you leave the house for school (Monday through Friday) until the time that you are home from school. For some of you this will include after school activities at Orange Grove. Remember that it changes on Wednesday for late start. In the key, label this shading, "school-related" or something like that.

c. With **pencil color 3**, if there is a regular dinnertime during the week, put that in. Do the same for average dinner times on the weekend as well as lunches and breakfasts on the weekend if those times are regular. (It is understood that for a lot of families, mealtimes during the week or on weekends are not at a set time. But if they are, or one of them is (ex: Saturday breakfast or Sunday lunch), shade those in. Put "meal" in key.

d. With **pencil color 4**, we will do "obligations." Refer to the list of weekly, scheduled, non-school activities/obligations from your bellwork and put them in where they go. Remember transportation time. Put "obligation" or "commitment" in key. [These can include but are not limited to: sports practices/games, music lessons, worship, required baby-sitting, a specific chore time, "family night," instrument practice, your attendance at a weekly nursing home visit, scout meetings, etc.]

e. With **pencil color 5**, identify if you need to block out any scheduled "Me" or "down" time. This might include certain TV shows, an hour you set aside to decompress right after school, or a scheduled time you Skype with a friend from overseas every week. (This is not "the rest of the day" or "the entire weekend." These are set blocks of time that you would like to have set aside for your own personal use without being told something else has to be done.) Mark "Me time" in key.

f. **Using the highlighter**, identify 1½ hours each day, Monday through Thursday, that you will dedicate to independent learning and mark with an "IL." It is recommended that the 1½ hours should not be all at the same time. Divide up into three ½ hour segments with short breaks in between or an hour before dinner and a half hour after dinner or a half hour before dinner and an hour after dinner.

During the time from Friday through Sunday, you should identify 1½ hours total that they will dedicate to independent learning (if necessary) and mark the same way. The 1½ hours can be done in half-hour segments (for example, 6:00 to 6:30 pm on Friday, 1:30 to 2:00 pm on Saturday, 7:30 to 8:00 pm on Sunday.) You may not need the whole time, but it is better to have it and not need it, than to need it and not have it.

It is highly recommended that you show your schedule to your family to see if you missed any obligations/commitments and to get their cooperation in helping you maintain your schedule. You may be able to get "self-regulation" credit if you do.

Where to keep your schedule:

- Fold and tape inside the back cover of your planner
- Fold and staple to the Hall Passes page in the back
- Tape to refrigerator or a bedroom bulletin board at home

Make additional schedules if:

- Your schedule changes (new activity)
- You live in more than one household
- You want a copy at home and a copy in your planner
- You want to give a copy to your parents and keep one for yourself