

# Time Wise Teens

## WEEKLY PLANNING PAGE

Week of: \_\_\_\_\_

### My Top 3 Priorities This Week

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Big Tasks to Break Down

List any test, project, paper, or big assignment — then break it into steps.

Task: \_\_\_\_\_ Due: \_\_\_\_\_

Step 1: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_

Task: \_\_\_\_\_ Due: \_\_\_\_\_

Step 1: \_\_\_\_\_

Step 2: \_\_\_\_\_

Step 3: \_\_\_\_\_

### My Week at a Glance

Day	Focus Block 1	Focus Block 2	Focus Block 3
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

This week I'll protect my focus by:

My weekly planning time:

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## SET UP YOUR 3 SYSTEMS IN ONE SITTING

*Don't just learn the systems — launch them. Work through this checklist today.*

### SYSTEM 1: My Master Task List

*The goal: everything in ONE place.*

- I've chosen my tool:
  - Paper notebook/planner
  - Google Tasks
  - Notion
  - Apple Reminders
  - Trello
  - Other: \_\_\_\_\_
- I've written down every assignment, deadline, or responsibility I can think of right now.
- I've committed: this is my ONE list. No sticky notes. No 'I'll remember it.'

*The best tool is the one you'll actually open every day.*

### SYSTEM 2: My Weekly Planning Ritual

*The goal: look at the whole week BEFORE it starts.*

- My weekly planning day & time:
- My planning spot:
- I know what to do: check all deadlines → break big tasks into steps → fill in my weekly page.
- I've put it on my calendar as a recurring appointment.

*Give it a vibe — same spot, favorite drink, 20 minutes. Make it yours.*

### SYSTEM 3: My Daily Focus Blocks

*The goal: 2–4 focused work sessions with real breaks in between.*

- My typical number of focus blocks per day:
  - Focus block length:  30 min  45 min  Other: \_\_\_\_\_
- What I'll do during breaks:
- My #1 focus killer is:

and my plan for it is: \_\_\_\_\_

*Start with your hardest task. Willpower is highest early in the day.*

**A note for parents:** Your role is to help your teen SET UP these systems, then step back and let them run them. Resist the urge to maintain the list, remind about the planning session, or schedule focus blocks for them. Let the system do that work - and let natural consequences teach when it doesn't happen. *That's how real independence grows.*