



Weekly Planning Dashboard

Purpose: This printable dashboard helps you plan your entire week at a glance by balancing school, work, and personal life without overwhelm.

Week Overview

Week of: _____

Main focus for this week: _____

Top 3 priorities:

1. _____
2. _____
3. _____

Weekly Schedule Snapshot

Day	Fixed Commitments (Classes/Work)	Flexible Tasks (Study/Assignments)	Recovery & Personal Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

Time-Blocking Planner

Day	Morning	Afternoon	Evening	Night
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Task Management

School Tasks:

- _____
- _____
- _____

Work Tasks:

- _____
- _____
- _____

Energy & Recovery Check

High-energy days: _____

Low-energy days: _____

Planned rest/self-care activities:

Weekly Reflection (End of Week)

1. What went well this week?

2. What felt overwhelming?

3. One improvement for next week: