Plan like a Pro

Hi!

Do you get that too?

You’ve set up the perfect planning…

but then reality kicks in.

If so, stick around for a crash course:

Plan like a pro!

We start at the end.

Grab your syllabi and organizer.

Find the deadlines for exams and assignments.

What kinds of study activities help you finish these subjects?

And how will you divide that over the coming weeks?

Set subgoals for each week.

Now you are going to zoom in on the week plan!

Determine which specific study tasks you’ll do.

And… how much time do you think you’ll need for each task?

Note this in your organizer or use a separate form.

So far, so good.

But… you’ll have even more to do in a week!

Parties, work, sports, travelling, relaxing…

So, what do you do when?

And what should be dropped?

There you go, this week has been planned.

And now it begins: use your planning!
Look at it.

Check if you're still on schedule.

Sometimes things take more time, so and you have to prioritize.

Or it turns out you can do even more, or something else.

Don't be too hard on yourself when you have an off-day, but adjust your schedule.

That is precisely what makes you a master planner!