

You can use this sheet (or something like it) to organize your tasks for the week. This is a good place to see the assignments and exams you have to complete. Then you can evaluate, set priorities, and schedule your time.



## Weekly Task Organizer

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
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**Assignments:**

Assignment Description	Due Date	Class

**Exams / Quizzes / Tests**

Course	Material to be Covered	Date

**Additional Notes:**