

## WEEKLY SCHEDULE

### YOUR KEY TO TIME MANAGEMENT AND SUCCESS

Welcome to your Weekly Schedule Template! This tool is designed to help you manage your time efficiently and stay on track with both your schoolwork and Global Campus coursework. Success in online learning depends heavily on good time management, and this schedule is here to help you plan, focus, and complete your assignments on time.

Each week, assignments open at the start of the week and close at the end of the week. This means that while your courses are asynchronous, they are not self-paced—they are bound by deadlines. **Missing a submission means missing the credit, so it's crucial to stay on top of your due dates.**

Your weekly schedule is broken down by days of the week and categorized into two main sections:

- **School Work:** Time allocated to your regular high school assignments and commitments.
- **Course Work:** Time dedicated to your Global Campus course assignments, including quizzes, discussion board posts, and other coursework.

Each day, you'll track:

- **Discussion Boards:** Post your thoughts and respond to classmates as required.
- **Quizzes:** Complete any quizzes or tests that are scheduled for that week.
- **Assignments:** Stay on top of assignments and ensure they are submitted on time.

Use this template to **Plan, Do, Study, Act** each week. At the end of each week, take some time to reflect on what worked well, what didn't, and make adjustments for the following week. This will help you continuously improve your time management skills, leading to greater academic success.

With a well-balanced schedule, you'll not only meet your deadlines but also create a rhythm that works for your individual study habits. Stick to it, and you'll be on the path to achieving your goals!



WEEK:

**SCHOOL WORK**

**COURSE WORK**

<p><b>MONDAY</b></p> <p>____ hrs</p>	<p><b>Discussion Boards:</b></p> <p><b>Quizzes:</b></p> <p><b>Assignments:</b></p> <p>____ hrs</p>
<p><b>TUESDAY</b></p> <p>____ hrs</p>	<p><b>Discussion Boards:</b></p> <p><b>Quizzes:</b></p> <p><b>Assignments:</b></p> <p>____ hrs</p>
<p><b>WEDNESDAY</b></p> <p>____ hrs</p>	<p><b>Discussion Boards:</b></p> <p><b>Quizzes:</b></p> <p><b>Assignments:</b></p> <p>____ hrs</p>
<p><b>THURSDAY</b></p> <p>____ hrs</p>	<p><b>Discussion Boards:</b></p> <p><b>Quizzes:</b></p> <p><b>Assignments:</b></p> <p>____ hrs</p>
<p><b>FRIDAY</b></p> <p>____ hrs</p>	<p><b>Discussion Boards:</b></p> <p><b>Quizzes:</b></p> <p><b>Assignments:</b></p> <p>____ hrs</p>