



M _____

T _____

W _____

TH _____

F _____

WEEKEND

Weekly Agenda Instructions

1. Enter the appropriate date that corresponds to each day identified on the worksheet.
2. For each line on the left-hand side of the worksheet, enter the class name.
3. For each class and corresponding day of the week, enter the planned tasks. Include your weekends if academic work is necessary.
4. The activities identified should be based on MIT(Most Important Tasks.)
5. Entering "no work planned" or "day off" (if that applies) is just as crucial as your MITs.