**How-To Fill Out a Weekly Planner**

First, start by downloading and opening the blank word document that can be found on the LSI Website.

Next, fill in you non-negotiables (these are the things you absolutely must do)

* Class
* Work
* Club Meetings/Games/Practices
* Time to eat/sleep
* Maybe the gym

In order to merge two cells, click on layout at the top under table tools. Highlight the cells that you would like to be merged and then click the merge cells button 11 in from the left side.

To make your cell a color, click on the design button at the top under table tools. Then click the button marked Shading. By selecting the arrow you can pick your color and then if you want to use that color again you can just hit the button without having to reselect the color.

You can merge your cells or shade them first, the order doesn’t matter!

We suggest making all of your classes one color, then use a different color for the other things you put on your schedule.

Then, look at where you have blanks and fill in those blanks with study time first, and then fill in any remaining blanks with dun activities or leave them blank for time to just hang out and relax.

The key is balance, but studies show that you should be spend 2-3hrs outside of class studying for every hour that you are in class. So, someone taking 15 credit hours, should be spending at least 30hrs of their week studying.

It is also important to remember that life happens and things change, so if you cut into your allotted study time to do something fun, then that is OK! Just, make sure that you give yourself that study time back somewhere else in your schedule!

Your planner is up to you! So put as much or as little information in it as you think would be beneficial for you. Details could include class names and times, class buildings, who you are eating with, etc. Do whatever you feel will help you be the most successful!