Guide to weekly schedule

Weekly plans are suitable for keeping track of upcoming tasks, setting goals and executing them. A plan that documents the current situation helps you to identify possible "mistakes" in your planning. From "mistakes" you can derive for the following week what you can plan differently so that you actually stick to your plans. Most importantly, you learn to plan your work time more realistically. Use both the "target" and the "actual" weekly schedule.

Follow these steps when creating a weekly schedule:

Step 1: Schedule fixed appointments
(e.g. lectures, seminars, working hours, training etc.)

Step 2: Add time periods for the appointments
(e.g. travel, preparation and follow-up of events, etc.)

Step 3: Add everyday activities
(e.g. sleeping, eating, housekeeping, etc.)

Step 4: For the remaining free time, fill in all activities that can be planned freely
(e.g. learning, other duties and free time).

What to look for when planning your week:

- Plan realistically
- Do not underestimate time requirements
- Do not overestimate your own efficiency
- Plan more generously than too tightly
- Allow extra time and time for unforeseen events (e.g. illness)
- Schedule time for follow-up
- Maximum learning time should not permanently exceed 6-8 hours per day, depending on the subject matter
- 5 to max. 6 working days per week, i.e. schedule 1-2 rest day(s)
- Find a balance between structure and flexibility

Other recommendations:

Take reasonable breaks

You can divide different types of breaks according to their duration:

Break type	**When?**	**What (examples)?**
Intermission break (1')	as needed	lean back, look out the window

Mini break (5'-10')	after 30'- 45' working time	eat a snack, listen to music, get some fresh air
"Coffee Break" (15')	after 1-2 h working time	have a drink, eat a snack, listen to music, take a short walk, lie down for a while
Recovery break (60' - 120')	after 2-4 h working time	be active: e.g. longer walk, sports, meeting friends, nap

Take your own efficiency rhythm into account

Efficiency fluctuates with the course of the day. For example, there are morning people and night owls or the well-known midday slump. Pay attention to your individual performance curve. When are you particularly fit? Plan e.g. the acquisition of new learning material during this time. When is your peak phase over? In this phase of the day, tasks that require less concentration are suitable, e.g. repetition learning, writing index cards.

Procrastination is not a good idea/ Start with the most important things.

Procrastination has the short-term advantage that unpleasant feelings associated with the task disappear for the time being. However, they return as soon as the task to be done comes back into focus. Procrastination merely delays the problem.

Identify “time thieves”

Identify your personal time thieves. What keeps you from accomplishing the task that actually needs to be done. Try to avoid potential sources of interference.

Stay away from multiple tasking

Working on multiple tasks at the same time does not lead to increased productivity. We only have 100% attention to give to the different tasks. Multiple tasking often leads to lack of concentration and not infrequently leads to inefficiency.

Getting rid of perfectionism

Keep your eye on the essentials and don't get lost in detail work. Provided there is still enough time left to complete a task at the end, you can take care of final adjustments once again.

Setting working time limits

Parkinson's Law states that work expands to the exact amount of time available to complete it, not how much time you actually need to do it.

Begin and end positively

To create a good motivational base, start with something positive (e.g. a pleasant ritual) and reward yourself with something positive after the work is done.