

One way to reduce stress and be more productive is to determine what you want to focus on, break down those larger goals into realistic tasks, and know which tasks are most urgent. Many students have also found it helpful to declutter their mind by writing down little things that pop into their minds. This helps them to lay it aside and know they can come back to at a better time

This week, I am focusing on...

1. _____
2. _____
3. _____

MUST be completed this week:

BONUS if worked on this week:

Remember:

- _____
- _____
- _____
- _____
- _____

Meetings/Appointments:

- _____
- _____
- _____
- _____
- _____

For Another Day:

- _____
- _____
- _____
- _____
- _____

Meetings/Appointments

- _____
- _____
- _____
- _____
- _____

