5 Minute Planner

How to use (takes 5 minutes)

1. Write down everything you need to do this week (no order needed). In the brain dump section.
2. Pick your top 3 priorities and add them to the table.
3. Be specific about what you will do *e.g. answer biology exam questions (not "revise biology")*
3. Estimate how long each task will take.
4. Choose 2 tasks that aren't urgent, but still matter.
5. Check your week first, and add any other plans (sports, clubs, events)
6. Spread your tasks across the week, *keep it realistic and manageable*

Brain Dump

Everything you need to do (no order)

Bio IA data collection - prep
Maths HW Qs.
CAS reflections
EE research list
German vocab test
Chemistry topic 6 test
English Essay draft

TOK Expo ideas
History 3 possible RQ.

also part of this series

Top 3 priorities	What will you do? *Can use the starter smasher if needed*	How long? *can use task break*
Bio data collection (Thurs).	- complete method - data tables - check all equipment is ordered.	45 mins.
Maths HW Q. (Wed)	- Go over topic notes. - carry out questions	45 mins
EE research list (nxt Mon)	- locate papers on microplastics related to EE. - read and highlight useful ~~information~~.	90 mins.

2 More Tasks	What will you do? *Can use the starter smasher if needed*	How long? *can use task break*
CAS reflections.	-write 1 reflect -Upload to MB	30 mins
Chem topic 6 (2 weeks time).	- Recap notes - test myself using Kognity. - go over weak areas. - go to chem clinic	90 mins.

How much time allocated to study each day.

Try to not use it all in case you need it

Day	Mon	time	Tue	time	Wed	time	Thu	time	Fri	time	Sat	time	Sun	time
Items due	/		/		Maths HW		Bio data collection		/					
Available study time	120 mins		120 mins		120 mins		/		120 mins		120 mins		120 mins.	
Study Tasks	Maths Notes go over write list of areas to revise. Locate 3 papers EE	20 mins 60 mins	Bio method data tables final checks.	45 mins	Final Bio check CAS reflection	15 mins 30 mins	/		Reflect on learning for the week. EE research papers	60 mins 30 mins	Chem topic 6 Look at notes carry out Q's.	45 mins	Make Study Plan Chem 6 look at notes carry out Q's.	10 mins 45min
Other Tasks	Music lesson	90 mins	CAS Volunteer	90 mins	/		Family time.	all night	working	180 mins	Evening with friends.	all night	family afternoon	180 mins
Time actually spent	100 mins		60 mins		30 mins		/		120 mins		60 mins		90 mins	
Review: More or less than planned, why?	Spent more time on Maths.		Bio took longer. Not sure on Mols.		CAS reflection was quicker.		/		Spent more time looking over history notes.		After carrying out questions I went back over topic 6.1.1.		Was feeling motivated to do more chemistry	