TONIGHT PLANNER

Five minutes of planning before you start saves a lot of "wait, what was I doing?" later.

Name: _____

Date: _____

1 What's on tonight?

Write everything down first, even the small things. Then guess how long each one will take.

SUBJECT	TASK	DUE	MY TIME GUESS	REAL TIME	DONE
					☐
					☐
					☐
					☐
					☐
					☐

2 Pick my order

Circle one, then number the tasks above.

Easy one first to get going

Hardest one while I'm fresh

Whatever's due soonest

My first tiny step will be:

_____

3 Plan my breaks

Work for ___ minutes, then break for ___ minutes.

My break will be (no screens that swallow time!):

_____

_____

I'll start at _____ and aim to finish by _____

4 Before bed

- ☐ Homework is in my bag, not on the desk
- ☐ Anything to sign is with a grown-up
- ☐ I checked tomorrow's timetable
- ☐ Kit, uniform or snacks are ready

5 How did it go?

Were my time guesses close? What helped tonight?

_____

_____

_____

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