

High School Weekly Study & Life Balance Template

This document is designed to help high school students successfully balance academic responsibilities, athletics/extracurriculars, and personal well-being. Use this template to plan your week ahead, track daily homework progress, and maintain consistent study habits.



1. Master Weekly Schedule Template

Review and fill out your weekly schedule outline below. Adjust times based on your school hours, sport practices, and personal routine.

[illegible]

2. The Sunday Planning Checklist

Spend 20–30 minutes every Sunday afternoon reviewing the upcoming week. Complete these steps to set yourself up for success:

[] **Calendar Sync:** Add all test dates, project deadlines, and game/practice schedules to your main planner/calendar.

[] **Identify Busy Days:** Note late game nights or travel days when homework time will be restricted. Front-load assignments accordingly.

[] **Set 3 Weekly Goals:** Write down the top 3 academic objectives for this week:

1. Goal 1: _____
2. Goal 2: _____
3. Goal 3: _____

[] **Materials Check:** Ensure all necessary readings, notebooks, binder supplies, and digital files are organized and accessible.

3. Fillable Daily Task & Study Logs

Use the **1-3-5 Rule** for each school day: identify 1 Major Priority (Heavy Lift), 3 Medium Tasks, and 5 Small Tasks (Quick Wins).

Monday Log

Category	Task Description	Status / Done
1 Big Task <i>(Heavy Lift / Deep Focus)</i>		☐ Complete
3 Medium Tasks <i>(Standard Homework/Reading)</i>	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
5 Small Tasks <i>(Quick Wins / Admin)</i>	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
	4.	☐ Complete
	5.	☐ Complete

Tuesday Log

Category	Task Description	Status / Done
1 Big Task		☐ Complete
3 Medium Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
5 Small Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
	4.	☐ Complete
	5.	☐ Complete

Wednesday Log

Category	Task Description	Status / Done
1 Big Task		☐ Complete
3 Medium Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
5 Small Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
	4.	☐ Complete
	5.	☐ Complete

Thursday Log

Category	Task Description	Status / Done
1 Big Task		☐ Complete
3 Medium Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
5 Small Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
	4.	☐ Complete
	5.	☐ Complete

Friday Log

Category	Task Description	Status / Done
1 Big Task		☐ Complete
3 Medium Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
5 Small Tasks	1.	☐ Complete
	2.	☐ Complete
	3.	☐ Complete
	4.	☐ Complete
	5.	☐ Complete