

Back to School Commitment Planner

When entering the new school year, there is a rush of excitement for all the things we want to accomplish. Sometimes there are so many things we want to do that we forget how to apply ourselves to what we can manage.

This guide will help you lay out all the commitments you want and need to make for your school year to help prevent burnout and unnecessary mental exhaustion. In this template, we consider your academic, self-care, family and extracurricular commitments. Everyone's commitments are different, so feel free to add or reduce as you need.

Academic Commitments

The first thing you may think about is the classes you're taking this year. Once you receive your syllabus and test schedule, you'll be able to see how much time you'll need to designate to each class.

Homework

Each week may be different, so play around with how much time you need to set aside to complete. To help you stay focused, you can set intervals for the time you work on your homework so you can take short refresher breaks.

Studying

Like homework, this will most likely vary depending on upcoming tests or concepts you need to take more time on. To ensure you have time, try to schedule a set amount of time each week and spread the time over different days.

Self-Care

Before you begin to fill up your time with extracurriculars, make a commitment to yourself. For some, their extracurriculars can be their self-care, but it's still important to factor in time for you to unwind, rest and reset for your week. Not making time for self-care can often lead to increased stress and anxiety. Try to commit at least 15 to 30 minutes a day to a self-care activity, for example: journaling, meditation, working out, drawing, crafting or any other activity that sets your mind at ease. Additionally, self-care could also look like taking breaks as needed from your other commitments.

Family

Each family has their own traditions, events and expectations. Some families may expect the eldest sibling to take care of their younger siblings. Some families may expect everyone to get together for game nights every week. Talk with your family about any plans to help put together your commitments.

Extracurriculars

Now that you've laid out your academics, self-care and family time, it's time to get to your extracurriculars! Extracurriculars are one of the most exciting times in high school, whether you join athletics or participate in a club, this is a great place to build your community and close friendships. When considering your options, be sure to reflect on your capacity and set your boundaries on how much time you want to put toward this category.



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Building your Planner

Now that you have an idea of all the things you want to commit to this year, follow this template to manage your commitments and adjust as needed. Life has many changes so it's good to be flexible and not fill every hour of every day. Think about setting a maximum amount of time you want to put toward your commitments, so you have a buffer for other things like hanging out with friends or anything else in your day.

Example:

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Homework	3 hours	3 hours	3 hours	3 hours	3 hours		
Studying		1 hour	1 hour	1 hour	1 hour		
Family			1 hour		1 hour		2 hours
Band		1 hour	1 hour	1 hour	1 hour	3 hours	
Swim Team		1 hour	1 hour	2 hours	1 hour	1 hour	1 hour
Me Time	1 hour	30 min.	30 min.	30 min.	30 min.	30 min.	3 hours
Total	4 hours	6.5 hours	7.5 hours	7.5 hours	7.5 hours	4.5 hours	6 hours
Max time	8 hours Monday-Thursday and 5 hours Friday-Sunday						

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Homework							
Studying							
Family							
Extracurricular 1							
Extracurricular 2							
Me Time							
Total							
Max time							

For a google sheet template, click here:

https://docs.google.com/spreadsheets/d/1dN3qnrWp_HQnri-hysciPVG2GdVhnYElsyUfCCO-TXk/edit?usp=sharing

If the original schedule stops working for you, rearrange things and play around with the time allotment. If it's helpful, you can even make time to make a new planner each week to help you reset priorities for each week.