Why You Should Use a Weekly Schedule

This interactive activity will show the importance of keeping a weekly schedule.

Be sure to pay close attention to all of Maria’s interactions throughout her school day.

1. Tuesday morning, Maria went to her usual class at 11 a.m. On her bus ride to school, she ran into Lana and they made plans to meet for breakfast at 8 a.m. on Monday morning.
2. Maria’s instructor told the class that their final assignment was due on Thursday at 5 p.m. instead of Friday at 8 a.m.
3. As they were leaving class, Maria’s classmate Adam asked her if she wanted to go to the gym on Wednesday afternoon. She agreed to meet him at 2 p.m.
4. After class, Maria had a group meeting with some of her classmates. They met at 1:30 p.m. to discuss their presentation. They would be presenting in front of their class on Friday afternoon, at 3 p.m.
5. On her bus ride home, Maria got a call from her dentist’s office, reminding her of her appointment Monday at 8 a.m.

Quiz time! Let’s see how much of Maria’s schedule you can remember.

Question 1: What time is Maria meeting Adam?
   a. 11 a.m.
   b. 2 p.m.
   c. 1 p.m.
   d. 3 p.m.

Correct Answer: Maria is meeting Adam at 2 p.m. on Wednesday morning to go to the gym.

   Question 2: What day and time was Maria’s final paper moved to?
   a. Tuesday, 5p.m.
   b. Friday, 8 a.m.
   c. Thursday, 8 a.m.
   d. Thursday, 5 p.m.

Correct answer: The due date of Maria’s final paper was moved to Thursday at 5 p.m.
Question 3: What day is Maria having breakfast with Lana?
   a. Friday
   b. Thursday
   c. Monday
   d. Wednesday

Correct answer: Maria is supposed to have breakfast with Lana on Monday.

Question 4: What does Maria have to do on Friday afternoon?
   a. Meet her group
   b. Meet Adam
   c. Go to the dentist
   d. Present in front of the class

Correct answer: Maria and her group are presenting in front of the class on Friday afternoon.

Question 5: What time is Maria meeting her group?
   a. 1 p.m.
   b. 2 p.m.
   c. 1:30 p.m.
   d. 2:30 p.m.

Correct answer: Maria is meeting her group at 1:30 to discuss their presentation.

Question 6: When is Maria’s dentist appointment?
   a. Today at 1:30 p.m.
   b. Friday at 8 a.m.
   c. Monday at 1:30 p.m.
   d. Monday at 8 a.m.

Correct answer: Maria’s dentist appointment is Monday at 8 a.m.

Question 7: What time was Maria’s class?
   a. 11 a.m.
   b. 2:30 p.m.
   c. 1:30 p.m.
Correct answer: Maria’s class was at 11 a.m.

Question 8: What was the conflict in Maria’s schedule?

a. The gym is the same time as her presentation.
b. Her dentist appointment is at the same time as breakfast.
c. Breakfast is at the same time her assignment is due.
d. The gym is at the same time as her group meeting.

Correct answer: Her dentist appointment is at the same time as breakfast.

How did you do?
Did you have trouble remembering everything Maria had to do during the week? Did you notice that she had scheduled two things for the same time? A weekly schedule can help you plan out your time, and remember what you have to do.

Here is Maria’s Schedule

Tuesday
- Class at 11 a.m.
- Group meeting at 1:30 p.m.

Wednesday
- Gym at 2 p.m.

Thursday
- Assignment due at 5 p.m.

Friday
- Group presentation at 1:30 p.m.

Saturday and Sunday
- Nothing Scheduled

Monday
- Breakfast with Lana at 8 a.m.
- Dentist at 8 a.m.

Congratulations! You have successfully completed the exercise.