CHECKLIST

Your weekly balance check

- [ ] List every commitment with the hours it takes each week
- [ ] Sort activities into essential, high-value and low-value groups
- [ ] Drop or reduce at least one low-value activity
- [ ] Schedule homework and revision around fixed blocks, not after them
- [ ] Protect one evening and one weekend day with no formal plans
- [ ] Practise saying no to new requests that do not fit your priorities
- [ ] Check in at the start of each term and adjust your commitments