



Nurse Planner Pack

Shifts, meds,

Monthly and weekly shift schedules (3-on/3-off style), daily to-do pages, a generic medication administration log, a hydration & self-care tracker, and a 12-week semester planner for student nurses.

Built by a 13-year ER night-shift nurse.

Print at 100% / actual size on US Letter (8.5 × 11 in) — do not fit to page.
Personal use only. Not a substitute for your facility’s policies or professional judgment.

How this pack is organized

- Shift schedules — monthly grid plus a weekly 3-on/3-off style rotation chart; mark D / N / O / off.
- Daily to-do — one page per day: the three must-do items, the med pass list, the can-wait list.
- Med log — generic administration template (your facility's charting is the record — this is a personal work log).
- Hydration & self-care — water, sleep, meals, movement, and a mood note for two weeks per page.
- Semester planner — 12-week overview plus weekly study blocks for class, clinical, and exams.

Student or staff, the rule is the same: write it down once, stop carrying it in your head.

Monthly Shift Schedule

Mark D (day)

Day	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Day	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

Key: D = day · N = night · O = off · V = vacation. Copy the pattern every month; the grid doesn't care what day it is.

Weekly Rotation Chart

Write your p

Person / role	Mon	Tue	Wed	Thu	Fri	Sat	Sun

Pattern this week (D / N / O)

Swap notes

Hard no-go times (appointments, class)

Daily To-Do

Three must-c

Date / shift

MUST DO (pick three)

1. _____
2. _____
3. _____

Med pass / task list

Can wait (and written down so it doesn't follow me home)

Daily To-Do

Three must-c

Date / shift _____

MUST DO (pick three)

1. _____
2. _____
3. _____

Med pass / task list

Can wait (and written down so it doesn't follow me home)

Use a separate line per administration. Never document a med you did not personally give — verify, administer, chart.

Medication Administration Log (personal work log)

Generic temp

Date	Time	Medication	Dose	Route	Given by	Client initials / R.N. initials

Medication Administration Log (personal work log)

Generic temp

Date	Time	Medication	Dose	Route	Given by	Client initials / R.N. initials

Hydration & Self-Care Tracker

Seven days p

Day	Water (glasses)	Sleep (h)	Meals	Movement	Mood note (one line)

Night shift note: “day” = your awake window. Two liters of water and one real meal are a good shift, not a luxury.

Hydration & Self-Care Tracker

Seven days p

Day	Water (glasses)	Sleep (h)	Meals	Movement	Mood note (one line)

Night shift note: “day” = your awake window. Two liters of water and one real meal are a good shift, not a luxury.

12-Week Semester Planner

Courses across

Week	1	2	3	4	5	6	7	8	9	10	11	12
Course 1												
Course 2												
Course 3												
Clinical												
Exams / NCLEX prep												
Life (work, family)												
Block out exams before you block out anything else. Two weeks of buffer at the end beats zero.												

Weekly Study Plan

Class, clinical

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

This week’s exam / assignment

Priority topic

Study method (active recall, practice Qs, flashcards)

Weekly Study Plan

Class, clinical

Time	Mon	Tue	Wed	Thu	Fri	Sat	Sun

This week’s exam / assignment

Priority topic

Study method (active recall, practice Qs, flashcards)