

How to Plan Your Time

1. **Begin with a Monthly Calendar.** This is where you list all assignments, tests, projects, and major activities for the semester. Refer to your syllabus.
2. Second, **create a master weekly schedule.** This will stay the same all semester unless your work schedule changes weekly. (See page 2)
 - a. **Schedule fixed blocks of time first.** Start with class time and work time, for instance. Other activities must be scheduled around them. Don't forget commute time.
 - b. **Next schedule essential daily activities.** Adequate sleep time, eating well-balanced meals, and exercise are important parts of your daily schedule. Be realistic about how much time is needed for these activities.
 - c. **Schedule your study times in 20 to 50 minute blocks followed by 5 to 10 minute breaks.** This is more effective than lengthy study sessions or cramming. You can also complete intermediate tasks in these small blocks and gain a greater sense of efficiency. In general, study 2 hrs. for each credit you are taking (12 credits = 24 hrs. of studying per week).
 - d. **Make studying a routine.** If possible schedule study times the same time every day or every week so it becomes a habit.
 - e. **Study in a place free from distractions.** This makes it easier to stick to your schedule.
 - f. **Know your peak times.** You use time more productively by studying when you have the most energy. Study difficult courses or courses you dislike during your peak times.
 - g. **Don't forget the weekends.** The weekends are a great time to schedule study sessions, work on special projects, or recreation.
 - h. **Include time for errands.** Little errands can destroy a tight schedule and make us feel off-schedule. Plan for them and remember travel time.
 - i. **Allow flexibility in your schedule.** Recognize that unexpected things will happen. Consider setting aside time each week for "open time".
 - j. **Schedule time for fun and recreation.** It is important to take a break for fun each week.
 - k. **Adjust your schedule when necessary.** Realize that your first schedule may need some tweaking, and that your life changes and adjustment need to be made.

Sample Master Weekly Schedule

Week of _____							
	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
5:00am							
5:30							
6:00	Shower etc.						
6:30	↓	↓	↓	↓	↓		
7:00	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
7:30							
8:00	Tutoring	Workout	Tutoring	Workout	Tutoring	Workout	
8:30	Biology	↓	Biology	↓	Biology	↓	
9:00	↓		↓		↓		
9:30	↓		↓		↓		
10:00	↓	History	↓	History	↓	Study	Church
10:30	English	↓	English	↓	English	↓	↓
11:00	↓	↓	↓	↓	↓	↓	↓
11:30	Lunch	Lunch	Lunch	Lunch	Lunch	↓	
12:00pm	↓	Math	↓	Math	↓		Lunch
12:30	↓	↓	↓	↓	↓		↓
1:00	Work	↓	Work	↓	Work	Work	↓
1:30	↓	↓	↓	↓	↓	↓	↓
2:00	↓	Study	↓	Study	↓	↓	Study
2:30	↓	↓	↓	↓	↓	↓	↓
3:00	↓	↓	↓	↓	↓	↓	↓
3:30	↓	↓	↓	↓	↓	↓	↓
4:00	↓	↓	↓	↓	↓	↓	↓
4:30	↓	↓	↓	↓	↓	↓	↓
5:00						Fun Time	Fun Time
5:30						↓	↓
6:00	Dinner	Dinner	Dinner	Dinner	Dinner	↓	↓
6:30	↓	↓	↓	↓	↓	↓	↓
7:00	Study	Study	Study	Study	Study	Study	↓
7:30	↓	↓	↓	↓	↓	↓	↓
8:00	↓	↓	↓	↓	↓	↓	↓
8:30	↓	↓	↓	↓	↓	↓	↓
9:00							
9:30							
10:00	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime	Bedtime

3. Third, **each week create a detailed weekly schedule.**
 - a. **Make a “to do” list for the week.** Refer to your Monthly Calendar for “to do” list items.
 1. **Prioritize using the ABC, 123 system.** A’s are the most important, B’s can wait until after A’s, C’s can wait until next week if something unexpected happens this week. If you have more than one A, B, or C, then start numbering A-1, A-2, B-1, B-1, etc.
 2. **Estimate time for items on your “to do” list.** This takes practice. Be patient with yourself.
 - b. **Insert the items from your “to do” list into your detailed weekly schedule.** Use an electric or regular day minder.
 - c. **Vary activities in long study blocks.**
 - d. **Set realistic goals.** Don’t set yourself up for failure by having unrealistic time schedules.

Sample “to do” list

A-2—	Read Chapter 6 Psychology-	4 hrs.
C-1—	Make Dentist Appointment –	15 min.
B-2 –	Make Flash Card for Biology Test-	2 hrs.
A-1–	Read Chapter 5 Psychology –	3 hrs.
A-3 –	Do Math Homework Daily-	5 hrs.
B-1 –	Review Biology Material for Test-	6 hrs.
B-3 –	Write draft for History paper –	4 hrs.

Sample Detailed Weekly Schedule

Monday		Tuesday
8-8:30 Make Flash Card Biology ½ hr		9am Make Dentist Appointment – 15min
		2-3:30 Read Chapter 5 Psychology – 1 hr
		3:30-6 Review Biology for Test- 2.5 hrs
7-8 Do Math Homework Daily- 1 hr		7-8 Read Chapter 5 Psychology – 1 hr
8-9 Read Chapter 5 Psychology – 1 hr		8-9 – Do Math Homework Daily- 1 hr
Wednesday		Thursday
8-8:30 Make Flash Card Biology 1/2hr		
		2- 3:30 Write draft History pap – 1.5 hrs
		3:30-6 Review Biology for Test- 2.5 hrs
7-8 – Do Math Homework Daily- 1 hr		7-8 Chapter 6 Psych – 1 hr
8-10—Read Chapter 6 Psychology- 2 hrs		8-9 – Do Math Homework Daily- 1 hr
Friday		Saturday/Sunday
8-8:30 – Draft Hist Pap ½ hr.		10-12 Write draft History pap – 2 hrs
		2-3 Chapter 6 Psych 1 hr.
A-3 – Do Math Homework Daily- 1 hr		
B – 2 –Make Flash Card Biology Test- 1 hr		