

Schedule activities that occur on a weekly basis: Classes, study sessions, meals, work, chores, travel and commuting, sports, weekly appointments, extra-curricular activities, and--of course--free time.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

TIME MANAGEMENT

1. Review how you organize your time.

- Consider how you typically spend your time each week. When do reoccurring activities happen?
- Assess how long it takes you to complete particular weekly academic tasks. For example, think about how long it takes to complete weekly homework problems, or read or write typical assignments. Apply that knowledge when scheduling.
- On average you will have two to three hours of work to do outside of the classroom for every one hour that you are in class.
- Reflect on what you want to change or add to your weekly schedule.

2. Plan ahead.

- Organize your activities within the one-hour slots provided.
- Schedule first the activities that regularly take place on a weekly basis. Class times, meals, club meetings, etc.
- Schedule times when you would like to study *in pencil* to allow for fine-tuning later.
- Be as specific as possible when scheduling study sessions: include the subject and the tasks that you plan to accomplish, such as reading, reviewing notes, or making flashcards.
- Color-code your schedule so it is easier to view at a glance. Use one color for your classes, another for study time, a third for breaks, and so forth.
- Allow ample time for class, studying, social activities, and extra time for catching up or emergencies.
- Give yourself permission to change your schedule if it isn't working for you. Continue to evaluate your time for at least a week and change your schedule accordingly.

3. Make your schedule work.

- Give your schedule a chance to work. Any new habit takes at least one month to develop.
- Create a good environment for study time. Use a desk or table in a well-lit, quiet area away from distractions. Go to the library or study lounge if necessary.
- Schedule the same activity at the same time each day or week.
- Consider your needs and allow more time for difficult subjects.
- Keep in mind how long you can reasonably concentrate on a given subject.
- Allow adequate time for breaks.
- Provide yourself with free time too.
- Don't be afraid to change your schedule when it is necessary to avoid conflicts of interests or to make up for lost study time.

For more scheduling help or to get additional free scheduling handouts, visit the Learning Center in the lower Library or our web site: www.humboldt.edu/learning