



### **Making a Schedule**

1. Print out our Weekly Schedule, or make one of your own
2. Record all fixed commitments (in pencil)
  - Class times
  - Meetings or appointments
  - Work hours
  - Tutoring sessions
  - Workshops
  - Practices or rehearsals
  - Community service hours
3. Record daily or routine activities
  - Meals
  - Sleeping
  - Exercise
  - Personal business (shopping, laundry, etc.)
4. Record leisure activities
  - TV
  - Sporting events
  - Gaming
  - Computer time (IM, Facebook, surfing, etc.)
  - General socializing

Make a few copies of this master schedule and keep the original for changes that may occur throughout the semester.

The “white” space left on your Weekly Schedule is time you have available for study, which includes:

- Reading
- Research
- Reflecting
- Review
- Writing



Ideally, you should be spending about 1½ to 2 hours on academics outside of class for every hour of in-class time. Being a student is a full-time job – if you’re not spending 40 hours a week between classes and studying, you may need to reconsider some of your extra-curricular commitments and activities.

Set aside some time every day and on the weekend to think about what you have to do and when you can reasonably do it. We don’t plan to fail, we fail to plan.