

Time Management

Creating a Weekly Schedule

Creating a template for a typical week each semester is particularly helpful when you do so within the first few weeks of class. It allows you to identify specific blocks of study time that fit with your other commitments and to create a balanced routine with time for fitness and leisure (as well as for your other responsibilities).

Follow this step-by-step approach for to create a master weekly schedule.

1. Start by writing in your fixed blocks of time

These are activities that happen at the same time every week this semester. They are not flexible. These include:

- classes, tutorials, & labs
- work/volunteer hours
- regular meetings
- sleep
- mealtimes, if fixed (factor in time for prep and cleanup)
- anything else you do every week at the same time

2. Include your travel time to and from campus/work

3. Add fixed blocks of study time

“Study time” is the time you spend doing all the academic activities that take place outside of class and lab times (writing, reading, preparing for exams, completing assignments, etc.)

Consider these guidelines:

- Aim to have a total study time equal to at least twice the number of credits you are taking. For example, if you are taking 12 credits, identify at least 24 hours for studying.
- For each course try to block off some time within the 24 hour period prior to class and the 24 hour period following class for prep and review time.
- Focus on **frequent short** blocks of study time instead of one or two marathon study sessions. Several short, focused blocks a week are generally more effective for retention, comprehension, motivation, and concentration.
- Make good use of time in between other activities; for example, review notes, preview a reading, finish one or two questions on an assignment.
- Identify a few contingency study blocks for unexpected time crunches.

4. Schedule in other responsibilities (errands, chores, etc.)

5. Identify time each week for maintaining balance in your life: fitness, leisure, social, and family time

Tip: Consider using different colors for different activities to help keep track

