

## **TIME MANAGEMENT: Guidelines for Making a Weekly Schedule**

1. Fill in all committed time (classes, organizations, meals, employment, ect.).
2. Plan for at least two hours study time for each credit hour. Fill in plan for study time.
3. Utilize daytime hours for study time as much as possible. (One daylight hour is worth one and a half nighttime hours.).
4. Use one-hour slots between classes for designated review.
5. Study in no more than two-hour sessions in one subject. Avoid marathon sessions. Take 15-30 minute breaks every two hours.
6. Plan for 15-30 minute review sessions on last class notes or pertinent lesson before classes.  
\*(a real bonus).
7. Revise and study class notes as soon as possible after class lecture.
8. Study the same subject at the same time each week.
9. Plan in spaced review—a regular time when you bring the week’s materials together, test your knowledge, and make test questions and concept study sheets. This will get more cumulative as the weeks progress, periodically reviewing all materials up to your present point of material.
10. Trade time—don’t steal it. When unexpected events arise, plan another time in the week to make up the study missed.
11. Plan in physical fitness time. Healthy mind = healthy body.
12. Plan in relaxation time and time for personal business.
13. Try your schedule for one week, then revise where it’s not working. REMEMBER! The plan is flexible.
14. On Sunday, set time aside for planning what needs to be accomplished in the next week. Look at due dates for projects. Plan in large blocks of time for library and special lab assignments.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

### TIME MANAGEMENT


CLASSES  
STUDY  
TRAVEL


PERSONAL TIME  
COMMITMENTS  
WORK

	MON	TUE	WED	THU	FRI	SAT	SUN
6:00-6:30 am							
6:30-7:00 am							
7:00-7:30 am							
7:30-8:00 am							
8:00-8:30 am							
8:30-9:00 am							
9:00-9:30 am							
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11:00-6:00 am							

