

**Time Management Plan**

**Academic Advising Services**

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00	8:00	8:00	8:00	8:00	8:00	8:00
9:00	9:25	9:00	9:25	9:00	9:00	9:00
10:00		10:00		10:00	10:00	10:00
11:00	10:50	11:00	10:50	11:00	11:00	11:00
12:00	12:15	12:00	12:15	12:00	12:00	12:00
1:00		1:00		1:00	1:00	1:00
2:00	1:40	2:00	1:40	2:00	2:00	2:00
3:00	3:05	3:00	3:05	3:00	3:00	3:00
4:00		4:00		4:00	4:00	4:00
5:00	4:20	5:00	4:20	5:00	5:00	5:00
6:00	6:00	6:00	6:00	6:00	6:00	6:00
7:00	7:00	7:00	7:00	7:00	7:00	7:00
8:00	8:00	8:00	8:00	8:00	8:00	8:00

Modified May 2016



### How to Build a Weekly Study Schedule

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It's difficult to balance school, work, *and* a social life...not to mention all that studying you have to do! Make the task of time management more achievable by scheduling and planning everything you have to do in advance. Use this blank schedule to plan for every aspect of your day-to-day life. Following these simple steps will get you on the path to a much more balanced—and manageable—weekly study schedule.

**Step 1:** Plug in all the times you have class. These are times you *know* you won't have time to study.

**Step 2:** Plug in other regular weekly obligations (work, volunteer hours, meetings with your academic advisor...)

**Step 3:** Use the spaces left over to plug in your study times. For example, if you have a 2 hour break between classes, you could be studying! We recommend studying 2 hours for every hour you spend in class...for a 15 hour course load, that's *30 hours* of studying every week. After all, college is a full-time job!

**Step 4:** Don't forget to schedule meals, social time, and down time. Take care of yourself!

**Step 5:** Keep your new study schedule where you can easily see it every day. A bulletin board or binder cover works well!

**Step 6:** *Stick to your schedule.*

### Quick Tips for Better Time Management

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- Create daily or weekly to-do lists. Mark off tasks as you accomplish them.
- **Prioritize.** Know what tasks are most important to accomplish first, then accomplish them.
- Give each task a time limit, and leave time between tasks.
- Use a calendar, organizer, or agenda to keep assignments and deadlines organized.
- **Use your syllabus.** Plan ahead for big assignments.
- Break large assignments into smaller, more manageable chunks. Set your own deadlines to finish each.
- Show up on time for class, meetings, workshops, and events. Set reminders if needed.
- Block out distractions and time wasters (cell phone, TV, Facebook, loud music, video games, etc.)
- Learn to say 'no' to tasks and activities that distract you from your work.
- Don't waste time fussing over unimportant details.
- Track how you spend your time.
- **Be flexible.**
- Take a break when you need to relax:
  - Go for a walk.
  - Get a snack.
  - Make a phone call.
  - Play a game.
  - Color a picture.
  - Watch a funny video.
  - Take a power nap.
  - Check your e-mail.

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