

Weekly Schedule

This Week's Dates: _____

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							
10:30 – 11:30							
11:30 – 12:30							
12:30 – 1:30							
1:30 – 2:30							
2:30 – 3:30							
3:30 – 4:30							
4:30 – 5:30							
5:30 – 6:30							
6:30 – 7:30							
7:30 – 8:30							
8:30 – 9:30							
9:30 – 10:30							

Creating Your Weekly Schedule:

1. Fill in the time slots with your course schedule.
2. Fill in other fixed activities (work, important club meetings, events, meals, sleep, etc.).
3. Determine the approximate amount of time needed to study and/or complete assignments for each of your classes this week.
4. Consider personal factors that may impact your studying and scheduling:
 - a. Time of day you are most alert and productive
 - b. Need for structure vs. flexibility
 - c. Ability to stay on task despite distraction
 - d. Events happening during this particular week (exams, personal commitments, etc.)
5. Schedule study times on chart considering the factors above. See some tips below:
 - a. Keep in mind that 30-50 minutes is the maximum amount of time most people can concentrate before needing a 5-10 minute break. If you schedule longer study sessions, make sure to take breaks.
 - b. Be specific when you are writing in your study times. For example, instead of writing “Study Biology,” try being more specific (example: “Study Bio Chapter #1” or “Complete Bio Assignment #3”).
 - c. Be sure to consider and include time for long-term assignments (papers, projects, and/or upcoming exams) and unexpected demands.
6. Fill in your other activities for the week (exercising, socializing, personal care, housekeeping, etc.). Don’t forget that personal care is really important for stress management!
7. Schedule personal planning time for:
 - a. Reviewing your schedule periodically throughout the week
 - b. Determining specific tasks to accomplish each day
 - c. Establish priorities for completion
8. Follow your completed Weekly Schedule and then evaluate its effectiveness. Revise as necessary for the following weeks.