Creating a Master Schedule for your Week

Create an "ideal" plan for your schedule by doing the following on a blank Weekly Schedule form. To do so, follow these steps asking yourself the appropriate questions along the way.

**Step 1** Mark out 7-8 hours for sleep each night.
**Step 2** Write in adequate time to spend eating 3 meals per day (at least 30 min. per meal).
**Step 3** Write in your class times.
**Step 4** Write in times you will attend chapel/other CFE activities.

Stop and look over your schedule at this point.

How many hours do you still have available for other activities? _________ hours

**Step 5** Write in commitments for family, sports practice, work, volunteer commitments, regularly scheduled meetings, etc.

How many credit hours of classes do you have this quarter? _________ credits

**Step 6** Write in specific hours of the day to study.** Use the formula below to determine how many hours of study you should put on your schedule.

_________ credits x 1-2 hours per credit = approx. _________ total hours of study time each week to designate on calendar

**see Helpful Hints** listed on the back of this sheet for how to choose study times.

**Step 7** Now think about each of the following things that you will want/need to do and when during the open hours on your schedule you might want to set aside time to do them.

- Time for exercise/recreation.
- Time to pray, meditate or relax.
- Time to socialize and pursue your hobbies and interests.
- Time to clean, do laundry, run errands, etc.

Again, stop and look over your schedule.

How does it look to you? Are there any slight changes you might need to make for it to be realistic?

If you find yourself having a hard time fitting all of this into the hours available, you will need to re-evaluate your commitments and consider taking on fewer responsibilities. Be sure to build a bit of "open time" into each day so that you are able to deal with unexpected situations or responsibilities you will encounter.

Once you have created a weekly schedule, use it to guide how you use your time. Carry it with you to consult when making additional commitments. Consider having a mentor or friend who is practiced at managing their time give you input on your Weekly Schedule.
**Helpful Hints for Scheduling Study Hours**

- Choose as many daytime hours as possible to study. (Some studies have shown that it can take 1½ times as long to complete a task at night as it does during the day.)
- Use open time between classes to study.
- For classes where there is a lot of discussion, try to find study time right before the class if possible so that you can review your notes and reading and be prepared to participate.
- For classes where there is a lot of lecture, try to find study time soon after class so that you can review the information you have just heard.
- For particularly challenging courses, consider identifying specific time periods when you will study for that course. Also choose to study more challenging courses during the hours of the day when you are the most awake and alert.