

Creating a Weekly Schedule

time management

A **weekly schedule** will help you guide how you spend your time and create good Time Management habits.

1. Block off 7-8 hours of sleep per night and adequate meal time.
2. Write in all class and lab times.
3. Block off times for work/volunteer commitments, eating, sleeping, clubs/student activities, church, other appointments. By now, all of your weekly activities should be reflected on the calendar.

How many hours do you have available for studying and free time?

Next multiply your number of credits by 1 or 2. This is the number of hours you should set aside for studying, reviewing, doing homework, and writing papers per week. Figure 3-4 hours per day.

Then block off the appropriate number of study hours. Be sure to label them specifically for each class. For example, write in “Study French” during the time of the day you’ll be most alert to study that subject. Be sure to consider your most productive times of the day (remembering that most of us do our best work between 8 am-9 pm). You may even want to jot in a location for studying so that you begin to associate particular locations with studying.

Now think about how you want to spend your free time or “down time.” What rejuvenates you? Think about play time, exercise or recreation, prayer or meditation, time with friends and hobbies, and time to run errands and do laundry.

Why is a weekly schedule important?

Creating a weekly schedule allows you to have a rhythm from week to week. If you have a routine, you’re more likely to remember when you have study times, appointments, and free time. Blocking out hours to study also allows you to develop a routine of review so that you’re not left cramming for a test or up all night writing a paper. A weekly schedule will also help you stay accountable to your goals.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
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