

## Creating a Weekly Schedule

A **weekly schedule** can help guide how you spend your time and how you can improve your time management habits. Use these tips to create a schedule on paper (see reverse) or on your phone app (i.e. Google Calendar, iCal, etc.). Start by:

- Blocking off 7-8 hours of sleep per night and 30-60 minute mealtimes.
- Write in all of your class and lab times.
- Block off times for work/volunteer commitments, sports, church, social/family time, and other appointments.

### How many hours should you be studying?

Multiply the number of credits you are taking by 2. Then divide by seven (days). This is the number of hours you should set aside for studying, reviewing, doing homework, and writing papers each day. Figure at least 3-4 hours per day.

Block off the appropriate number of study hours. You may want to label them specifically for each class, ex. “Study French” during the time of the day you are 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). Also study in focused chunks of time (25 min? 45 min? 60? 90?) and build in breaks. Were you able to find chunks of time throughout your day to get your schoolwork done by dinner?

Now think about how you want to spend your remaining time. What rejuvenates you? Think about exercise or recreation, prayer or meditation, time with friends and hobbies, and time to run errands and do laundry. Use these activities as study breaks and to add balance to your week. Reward yourself—but first get your work done.

### 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 review habit 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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