

# creating a weekly schedule

time management

*Make It Happen:*

## time management

concentration  
reading  
listening  
memory  
taking tests  
writing papers  
self-regulation  
learning styles  
motivation

**A weekly schedule** will help you guide how you spend your time. Use this guide to create your schedule.

**First**, block off 7-8 hours of sleep per night and adequate meal time.

**Second**, write in all class and lab times.

**Third**, block off times for CFE commitments, family commitments, work, meetings, and 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.

**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. 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 appointments, study times, 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.

Now that you have a weekly calendar, come visit us at the Center for Learning for information about quarterly calendars and other time management resources.

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	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

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