

## MAKING A SCHEDULE BASED ON YOUR NEEDS

**DIRECTIONS:** Read all of these directions before you make up your weekly schedule. Check off each direction as you complete it. Remember to include realistic travel time.

- **1st** Record class and lab times in appropriate day/hour blocks on a time schedule sheet.
- **2nd** Record sleep/wake times and then mealtimes—at least two designated blocks of time per day.
- **3rd** Review the academic/personal goal you developed. Consider key activities and time needed to achieve your goals, if unsure of time, over-estimate what you think you will need. Block this on your schedule.
- **4th** Record weekly time for physical activity. Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule. The American Health Association recommends 30 minutes of moderate-intensity aerobic activity 5x a week of moderate for average, healthy adults.
- **5th** Record all regularly scheduled co-curricular, extra-curricular, or professional activities such as meetings, employment, and athletics. Be sure to include any special activities you need to do or want to do on a regular basis (1x/week or more often). Look back at step three and consider which of these activities align with your priorities.
- **6th** Schedule a preview time (5-30 minutes) immediately before each class whenever possible. During the preview, review all or some of your notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class. Thus, if you have Chemistry and Art at 10 and 11, you might write "P: Art/Chem" in the block before your 10 o'clock class.
- **7th** Schedule a review time immediately after your classes (5-30 minutes) whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan when and how you will do them. Thus, for the schedule described above, you might write "R: Art/Chem" in the 12-noon block.
- **8th** Schedule your intensive study/ review time for each class. Reference your energy/concentration worksheet for guidance. Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. Try to study the same subjects at the same time each study day. Although this seems to be a mechanical way of scheduling, research supports that routine can help your brain develop a pattern for efficient and effective learning.
- **9th** Schedule a weekly review (WR) for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to spread out all of the past week's notes along with the reading assignments to see what you have been learning in the past week during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.
- **10th** Schedule some time during Friday, Saturday, and Sunday for you to play, relax, or do whatever you want to do!

### Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am							
7:30 am							
8:00 am							
8:30 am							
9:00 am							
9:30 am							
10:00 am							
10:30 am							
11:00 am							
11:30 am							
12:00 pm							
12:30 pm							
1:00 pm							
1:30 pm							
2:00 pm							
2:30 pm							
3:00 pm							
3:30 pm							
4:00 pm							
4:30 pm							
5:00 pm							
5:30 pm							
6:00 pm							
6:30 pm							
7:00 pm							
7:30 pm							
8:00 pm							
8:30 pm							
9:00 pm							
9:30 pm							
10:00 pm							
10:30 pm							
11:00 pm							
11:30 pm							
12:00 am							
12:30 am							
1:00 am							