



Creating an efficient study schedule

How to use the schedule organizer at the end of this document

Mark in all firm time commitments on your schedule. This should include classes, commuting, clubs, volunteering, meals, part-time work, sleep, personal care, exercise, hobbies, watching TV, etc. Remember: your schedule must be a plan for living your life, not merely studying.

Next, photocopy your schedule having left blank everything but the above time commitments that don't change from week to week. Make at least one copy for each week you have left in the semester.

Carry this with you in your note binder at all times. On the back of each schedule, make a list of all the things you must do, academic and personal, as you learn of them. Record all the information that the schedule requires.

Use the BREAKDOWN section of the Organizer to list and quantify all the concrete steps required to complete the assignment/test. Figure out how many hours/blocks all the steps will take you to complete. Be realistic.

Now divide the work into specific, attainable 1-hour objectives (50 minutes for the task plus a 10-minute break, for example, Read Psych text pp. 35-45). Then fill in the necessary number of 1-hour blocks on your schedule with your objectives before the due date of the assignment/test. Everything is accounted for.

Get through your study objectives as efficiently as you can. Enjoy checking them off as you complete them. You've earned those check marks. Study-free and guilt-free time is coming your way.

Remember

This is designed to put you in control of your life and generate more free time for personal interests. If at first it doesn't work out, make a fresh schedule that feels and works better for you. Don't be a slave to your schedule.

Make a new schedule with new priorities every week using one of your photocopies.

Create a special schedule for exam time.

Take control of your time and enjoy the benefits!

TIME MANAGEMENT

WEEK OF _____ TO _____

TIME	MON.	TUES.	WED.	THURS.	FRI.	SAT.	SUN.
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