

WEEKLY SCHEDULE

What to do:

You will need a weekly planner, or you can download and print out the one I have provided below, for your convenience.

1. Write down all class hours on the schedule, including commutes to school.
2. Write down all other fixed time commitments (e.g. practice time, organization meetings, favorite TV shows, etc.), including drive time.
3. List social or family plans, including dates, parties, and meetings.
4. Mark the hours you are at work, including drive time.
5. Enter important academic due dates (and place a reminder several days ahead).
6. If you have regularly scheduled exercise and/or meditation time, enter it on the schedule.
7. Realistically determine how much study time you need for each class (some subjects are more difficult than others) and what times during the day you study best. Some students use the rule of two hours of study time for every hour of class time. You must decide how much time you need to stay engaged in learning. Remember that studying is a behaviour—you will be thinking, reading, writing, creating, practicing, and teaching. Be as specific as you can on your planner about the behaviour you intend to complete. Identify study behaviors hours by class—for example, “read biology textbook” not just “study.”
8. Remember to schedule “review time” of notes for each class weekly.
9. Use time between classes and other small bits of time.
10. Plan for some downtime; such personal time is necessary for rest and refreshment.
11. On a weekly basis, adjust your schedule to allow for larger blocks of time to learn new material.
12. Keep your schedule with you. It will help keep you on track.
13. If you already have a calendar program on your phone, tablet, or computer, use it, too. YOU have one on TRACS also.

How to evaluate: Analyze how accurate your weekly schedule is, and adjust after the first week, to make your schedule true to your activities.

Weekly Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00							
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