

# PLANNING AND USING A DAILY SCHEDULE

Using time intelligently can contribute to your academic success. This exercise is designed to assist you in planning a Daily Schedule. In doing so, it will help you to develop a time management chart, avoid procrastination, and take control of your time. As you read through the instructions and set-up your schedule, keep in mind that **balancing** your activities is most important. After all, (all work and no play) will stress you out, and (all play and no work) will cause you much frustration. **Balance**, between class, study, work, and leisure activities, that's the key to good time management.

## **GENERAL INSTRUCTIONS:**

**To establish a routine for class, study, work, and leisure activities that best utilizes your personal time and energy, complete the Daily Schedule using the steps below.**

**STEP ONE:** **Fill in all of your “fixed” time commitments.** “Fixed” time commitments do not change in relation to the amount of time it takes for a particular activity. “Fixed” time commitments include: classes, employment, organizational meetings, church functions, meals, sleep, etc.

## **STEP TWO:** **Incorporate specific study times into your schedule.**

- A. Using a formula of two hours of study for each hour in class/week, **calculate the total hours for studying.** Some subjects require more than the formula suggest and some require less time. Adjust your hours accordingly.
- B. Analyze each of your courses and determine your typical workload. How many chapters must you read? What homework assignments of lab reports must be completed? Now pick a day and time for completing your work for each class. **Write in what subject you intend to study and what kind of work you intend to do.** For example, write in “Psychology: Read Chapter” or “Chemistry: Homework Problems.”
- C. **Schedule preparation times** for courses that require your participation such as recitations, language classes, and labs. Prep times should be scheduled shortly before the class so that your mind is “in gear” for the subject.
- D. **Schedule review times** too, as soon after lecture as is possible. Clarify notes, add information you were unable to include during lecture, and expand on examples given in class. Reviews improve understanding and long-term memory of lecture material.

**HINT:** “ODD” periods of time can be used for review of course information. An example of these “ODD” time slots would be: the time you have between classes; the time between the end of lunch and before your next class. These periods are usually small time segments but can be very valuable for review of course material.

**HINT:** When writing in your subjects and corresponding times for the study of each subject, try color coordinating this information for better visual perception. Use different colors for each course.

**STEP THREE:** **Plan to free-up some personal and social time for yourself.** Planning for your personal time can help you to reduce procrastination problems and can offer you something to look forward to after completing your assignments. Remember: relaxation can help you to reduce stress.

**HINT:** When you find yourself in a “time crunch” due to unexpected activities arising, or you need more time to complete make-up work, adjust your schedule to fit in these additional activities by **borrowing time.** You can borrow time from your schedule by trading your “flexible” time for “study” time.

## **DON'T GET YOURSELF BOGGED DOWN**

**Stay on top of your studies by planning a Daily Schedule to assist you in adjusting to the day-to-day pressure of college life.**

### DAILY SCHEDULE (1/2-hr. Vertical)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM							
10:00 AM							
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SEE REVERSE SIDE FOR DIRECTIONS