Tips for Schedule Making & Time Planning

Making A Schedule:

- Be specific. Rather than writing "do Calculus problems," indicate which problems.
- Be reasonable. Schedule what you think you will do.
- Take advantage of ALL your time, including little chunks of time such as riding on the bus.
- Do not forget to schedule breaks. For every hour or two of study, take a physical 10-15 minute break.
- Make use of time before and after class. Stay on campus and complete computer work for the next day if you have no computer at home.
- Schedule difficult tasks during your most alert periods.

Planning Time:

- Schedule fixed blocks of time first. Class sessions are fixed times, and all other activities or work should be scheduled around classes.
- Include time for errands. Try grouping errands and complete them on the way to or from school to save time and gasoline.
- Schedule time for fun. Use a reward system. If you want to change bad behavior patterns, withhold fun activities until schoolwork is done.
- Set realistic goals.
- Study two hours for every hour in class (This varies; some people may need more in certain classes than others).
- Avoid scheduling marathon study sessions. Research indicates that studying becomes ineffective after 2 or more hours of intense study.
- Study in short sessions or stop and rest a few minutes every hour. Planning to exercise between study sessions refreshes mind and body.
- Set clear starting and stopping times.
- Plan for the unplanned. Try to complete assignments 24 hours before due date in case you become ill or have an emergency.
- Study during the daytime, as well as the nighttime.
- Schedule a review period as close to the class meeting as possible. The session can be 10-15 minutes; it will help you focus during class.