



Weekly Schedule

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00-8:50							
9:00-9:50							
10:00-10:50							
11:00-11:50							
12:00-12:50							
1:00-1:50							
2:00-2:50							
3:00-3:50							
4:00-4:50							
5:00-5:50							

See over for instructions

Creating Your Weekly Schedule

Step 1: Fixed Commitments:

Enter all your fixed commitments into the schedule -when you need to be in a certain place at a certain time.

This can include classes, team practices, club meetings, your work schedule, family dinner and other appointments.

Step 2: Health Habits:

Next, enter your health habits into the schedule - when are you going to eat, sleep, and be physically active?

Be realistic: you may take a shorter lunch, but need an hour at dinner to walk to the cafeteria, eat, chat, drink tea and walk home.

Also, block off 7-9 hours each night for sleep - getting enough sleep allows you to be a happy, functioning and efficient student!

Step 3: Assign Homework to Blocks of Time

Input the estimated number of hours of homework into your weekly schedule. Look for blocks of time (1, 2, or 3 hours) that are open in your schedule: these may be your homework times. Using a colored marker, outline the blocks during which you can commit to doing homework, aiming for the hours you estimated in Step 3. Be specific: assign a specific task for a specific course to a certain block. For example, "on Tuesdays from 9-11am, I do my weekly readings for Psy 100."

Step 4: The Rest of The Schedule:

The schedule is flexible, so add in whatever elements you want:

-Add time on Sunday night to look ahead at the upcoming week and make a new To Do list and weekly schedule.

-Some people like to identify more hours for study than they need, to give themselves flexibility to choose when they study.

Others build in a 2-3 hour 'reserve bank' of time that is only used if they don't do homework during a scheduled time and need to 'pay themselves back' for the missed time.