

# CREATING A WEEKLY SCHEDULE

Time management is a task that a lot of people struggle with. Creating a schedule is the best way to stay on top of assignments and plan your week out in advance.

- Start by blocking out times when you have class, work, student organization meetings, appointments, or other commitments each week that do not move.
- Next, find all due dates for homework assignments, presentations, papers, or exams. Try putting your assignments in a different color or highlighting them so you don't forget!
- When planning out study time remember the general rule that for every credit hour you are in you class you should study 3 hours outside of class.
- Finally, don't forget about personal time! This includes time to sleep, eat, exercise, relax, and socialize with friends.
- When you first start planning out your daily schedule, plan about 12- 14 hours of your day in detail this way you can try to account for all your responsibilities.
- Check out the sample schedule on the next page, and try planning your daily schedule on the next page! If you work best at night, alter your schedule so have more time at night to focus on studying and homework.



	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00 AM							
8:30 AM							
9:00 AM							
9:30 AM		Rhetoric Reading Homework ~10:30AM		Elementary Psychology Lecture ~10:20AM	Psychology Paper Homework ~10:15AM	Elementary Psychology Lecture ~10:20AM	Psychology Note Cards Study ~10:45AM
10:00 AM	Chem. Review Problems Study ~10:45AM		General Chemistry I Discussion ~11:20AM	Break	College Algebra Discussion ~11:20AM	Break	
10:30 AM				College Algebra Lecture ~12:20PM	Lunch 11:30AM-12:15PM	College Algebra Lecture ~12:20PM	Lunch 11:30AM-12:15PM
11:00 AM					Rhetoric	Lunch 12:30-1:15	College Algebra Study
11:30 AM		College Algebra Lecture ~12:20PM	Lunch 11:30AM-12:15PM	College Algebra Lecture ~12:20PM	Rhetoric	General Chemistry I Lecture ~2:20PM	
12:00 PM							
12:30 PM	Lunch 12:30-1:00		Rhetoric	Lunch 12:30-1:15			
1:00 PM	Rhetoric Study						
1:30 PM		General Chemistry I Lecture ~2:20PM	General Chemistry I ~2:20PM	General Chemistry I Lecture ~2:20PM			
2:00 PM							
2:30 PM							
3:00 PM		Chemistry Note Cards Study ~6:30PM	Break	Break	Break		
3:30 PM	Elementary Psychology SI			Elementary Psychology Discussion ~4:20PM	Work-Burge	Rhetoric Reading Homework ~4:30PM	
4:00 PM			College Algebra Study Group ~5:00PM				
4:30 PM		Work-Burge		Chem. Practice Problems Homework ~6:30PM			
5:00 PM							
5:30 PM							
6:00 PM			Psychology Paper Homework ~7:00PM				
6:30 PM							
7:00 PM		~7:10PM					
7:30 PM		FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	
8:00 PM		FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	
9:00 PM		FREE TIME	FREE TIME	FREE TIME	FREE TIME	FREE TIME	
Due Dates						Psychology Paper @ 5pm	