

Creating Weekly Time Management Schedules

1. Fill in the time slots with the name and course number of each of your classes.
2. Fill in other fixed activities: meals, work, extracurricular commitments, sleep, etc.
3. Determine amount of time needed weekly to study for each class (usually 2 hours of study for each hour in class) and schedule those times, taking into consideration the following:
 - a. Personal factors that may impact your studying
 - i. Time of day you are most alert;
 - ii. Your need for structure vs. flexibility;
 - iii. Your ability to stay on task despite distractions, etc.
 - b. Statistical factors
 - i. 30-50 minutes is the maximum amount of time most people can concentrate before needing a 5-10 minute break.
 - ii. Approximately 90% of new information is forgotten within 24 hours unless it is reviewed.
 - iii. Reviewing old information immediately before new learning is to take place helps establish an inter-connectedness between the two and thus significantly improves retention.
 - iv. Re-learning material takes less time than initial learning and is less likely to be forgotten.
4. List other activities (exercising, socializing, personal care, housekeeping, etc.) and approximate amount of time (weekly) you want to devote to them.
5. Include time for long-term assignments (term papers, exams) and unexpected demands.
6. Schedule a daily "personal planning session" to:
 - a. Review your schedule
 - b. Determine specific tasks to be accomplished that day
 - c. Establish priorities for their completion
7. Schedule a weekly "long-term project" review. Using a Mortar Board or monthly calendar, chart dates of papers, tests and other activities needing long term planning. Use this weekly review time to look at your calendar and determine specific activities you need to accomplish for that week.
8. Follow completed chart for one week and then evaluate its effectiveness and appropriateness. Revise it as necessary, both at end of week and periodically during the semester.