



Plan Your Week

Time management is one of the most important life skills college students can develop. Learning effective time management takes patience, perseverance, practice, and planning, but developing this skill now will make you more productive and efficient in the future, and it will help you achieve a better work-life balance.

Table 1. Plan Your Week Example Calendar

Day	Monday	Tuesday	Wednesday	Thursday
7:00 am				
7:30 am		Gym		Gym
8:00 am	EH 101	Gym	EH 101	Gym
8:30 am	EH 101		EH 101	
9:00 am	BYS 119		BYS 119	
9:30 am	BYS 119	HY 103	BYS 119	HY 103
10:00 am	Study	HY 103	Study	HY 103
10:30 am	Study	HY 103	Study	HY 103
11:00 am	Study	Study	Study	Study
11:30 am	Study	Study	Study	Study
12:00 pm	Lunch	Lunch	Lunch	Lunch

Planning Your Week

Fixed Activities

- Plan fixed activities first. Fixed activities are tasks that have a set time, such as class, work, or club meetings. By planning these tasks first, you are better able to know what time is left to you.

Flex Activities

- Plan flex activities after fixed. Flex activities could be time devoted to studying, grocery shopping, eating, chores, errands, etc.

Free Time

- Lastly add free time – time for whatever you please!

Weekly Planning Tip

- Color code your schedule. Using different colors allows you to quickly see exactly what needs to be done and when.

Things to Consider When Creating Your Weekly Schedule

Schedule fixed activities first.

- Once you've scheduled fixed blocks of time, then you can see what you have left; how you use that available time should be a matter of careful thought and planning. Also, note that optimum efficiency is often reached by planning in blocks of one hour: fifty minutes to study and ten minutes for a break, for example.

Discover how long to study for each course.

- Start by allowing two hours for every hour in class but adjust the hours according to your experience. Also, begin tracking how long it takes to do particular kinds of studying. How long does it take to read ten pages of your biology book? To answer ten math problems? To read a twenty-page short story for literature?

Use daylight hours effectively.

- Research shows that many students do not make effective use of daytime hours. Instead, they save their work for the evening, when they are least likely to do it or when they are most susceptible to procrastination.

Allow larger blocks of time for learning new material but avoid scheduling marathon study sessions.

- Research shows that distributed study (over a period of days) is far more effective than massed study (cramming). When learning complicated material, try working in 90-minute blocks. And don't forget breaks!

Make use of small blocks of time, particularly for review.

- Have fifteen minutes between classes? Review key terms, rewrite lecture notes, or do some self-quizzing.

Schedule study periods for difficult courses for times when you are most alert and can concentrate best.

- Keep track of when you feel you are at your mental best and reserve that time for studying.

For more information on planning your week and time management, make an appointment with an [academic coach](#). Appointments are available in person at the [Student Success Center](#) or online.