

MAKING A SCHEDULE BASED ON YOUR PRIORITIES

Here's a great list to use when creating your weekly schedule. Make sure to be realistic about the time it takes for each item on this list.

- 1- Record class and lab times in appropriate day/hour blocks.
- 2- Record all meal times and sleep times.
- 3- Record all regularly scheduled personal activities (meetings, work, etc.).
- 4- Schedule a preview time (10-30 minutes) immediately before each class whenever possible. During the preview, review all or some of your notes in preparation for the upcoming class. If you have two or three classes in a row, preview from last to first class. Thus, if you have Chemistry and Art at 10:00am and 11:00am, you might write "Preview: Art/Chem" in the block before your 10:00am class.
- 5- Schedule a review time immediately after your classes (10-30 minutes) whenever possible. Use this time to edit and summarize your notes. You could also look over any assignments that were given and begin to plan when and how you will do them. Thus for the schedule described above, you might write "Review: Art/Chem".
- 6- Schedule your intensive study for each class. Try to schedule some study time each day for each class. Learning is more effectively and efficiently accomplished in shorter regular sessions than in longer irregular sessions. When you schedule study time, be task-oriented rather than time-oriented. Start your study period with the courses you like least or that you're not doing well in. Try to study the same subjects at the same time each study day. Although this seems to be a mechanical way of scheduling, you will find that such a routine can help you develop a pattern for efficient and effective learning.
- 7- Schedule a weekly review (WR) for each course. Do it at the end of the week if possible. This weekly review gives you an opportunity to spread out all of the past week's notes along with the reading assignments to see what you have been learning in the past week through class and study time. Look ahead to plan the next week: readings, projects, and tests.
- 8- Schedule time for daily physical activity. Remember, research indicates that regular exercise will not only give you a general sense of well-being, but can reduce tension and help you accomplish a tough class, study, and work schedule.
- 9- Label some empty blocks of time as OPEN for academic or personal needs.
- 10- Schedule some time to play, relax, or do whatever you want to do on Friday, Saturday or Sunday. This is your reward for sticking to your schedule!

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