

## Time Management Worksheet – Academic Advising Office

Study the suggestions on the back before making out your schedule.

Cycle Day:	1	2	3	4	5	6	SATURDAY	SUNDAY
6 – 7 AM								
7 – 8 AM								
8 – 9:10 AM								
9:10 – 9:40 AM								
9:40 – 10:50 AM								
10:50 – 11:20 AM								
11:20 – 12:30 PM								
12:30 – 1 PM								
1 – 2:10 PM								
2:10 – 2:40 PM								
2:40 – 3:50 PM								
3:50 – 4:20 PM								
4:20 – 5:30 PM								
6 – 7 PM								
7 – 8 PM								
8 – 9 PM								
9 – 10 PM								
10 – 11 PM								
11 – 12 PM								
12 – 1 AM								

**Resources:**

CSB Office of Academic Advising, ASB 210, ext. 5687  
 CSB Math Skills Center, HAB 4A, ext. 5236  
 CSB Writing Center, HAB 103, ext. 5499  
 CSB Counseling & Health Education, Lotti LL, ext. 5605  
 CSB Career Services, ASB 214, ext. 5707

SJU Office of Academic Advising, QUAD 155, ext. 2248  
 SJU Math Skills Center, PEngl 232, ext. 2061  
 SJU Writing Center, QUAD 266, ext. 2711  
 SJU Counseling & Health Education, Mary Hall #010, ext 3236  
 SJU Career Services, Mary Hall #10, ext. 3236

# Hints For Planning A Better Study Schedule

The success of your study schedule will depend on the care with which you plan it. Careful consideration of these points will help you **make a schedule that will work for you.**

**1. Plan a schedule of balanced activities.** College life has many aspects which are very important to success. Some have fixed time requirements and some are flexible. Some of the most common which you must consider are:

**FIXED:** Eating  
Organizations  
Classes  
Church  
Work

**FLEXIBLE:** Sleeping  
Recreation  
Study  
Relaxation  
Personal Affairs

**2. Plan enough time in studying to do justice to each subject.** Most college classes are planned to require about three hours of work per week per credit in the course. By multiplying your credit load by three you can get a good idea of the time you should provide for studying. Of course, if you are a slow reader, or have other study deficiencies, you may need to plan more time in order to meet the competition of college classes.

**3. Study at a regular time and in a regular place.** Establishing habits of study is extremely important. Knowing what you are going to study, and when, saves a lot of time in making decisions and retracing your steps to get necessary materials, etc. Avoid generalizations in your schedule such as "STUDY." Commit yourself more definitely to "STUDY HISTORY" OR "STUDY CHEMISTRY" at certain regular hours.

**4. Study as soon after your lecture class as possible.** One hour spent soon after class will do as much good in developing an understanding of materials as several hours a few days later. Check over lecture notes while they are still fresh in your mind. Start assignments while your memory of the assignment is still accurate.

**5. Utilize odd hours during the day for studying.** The scattered one- or two-hour free periods between classes are easily wasted. Planning and establishing habits of using them for studying for the class just finished will result in free time for recreation or activities at other times in the week.

**6. Limit your blocks of study time to no more than 2 hours on any one course at one time.** After 1 ½ to 2 hours of study you begin to tire rapidly and your ability to concentrate decreases rapidly. Taking a break and then switching to studying some other course will provide the change necessary to keep up your efficiency.

**7. Trade time – don't steal it.** When unexpected events arise that take up time you had planned to study, decide immediately where you can find the time to make up the study missed and adjust your schedule for that week. Note the weekend evenings - most students can afford no more than one of them for recreation, but may wish to use different evenings on different weeks. This "trading agreement" provides for committing one night to study, but rotating it as recreational possibilities vary.

**8. Provide space for review.** That is, a regular weekly period when you will review the work in each of your courses and be sure you are up-to-date. This review should be cumulative, covering briefly all the work done thus far in the quarter.

**9. Practice self-recitation as a device for increasing memory.** Organize your notes in a question and answer form and think in terms of questions and answers about the main ideas of the material as you review weekly. When preparing for exams, try to predict the questions the instructor may ask.

**10. Keep carefully organized notes on both lectures and assignments.** Good notes are one of the best bases for review. Watch for key ideas in lectures and try to express them in your own words in your notes. Watch for headings and bold face type in your reading to give you clues for main ideas in your notes. Take down careful notes as to exactly what assignments are made and when they are due.