

MAKING A WORK/LIFE/STUDY SCHEDULE

DIRECTIONS: Read all of these directions before you make up your weekly schedule. Check off each direction as you complete it.

1st Record class and lab times in appropriate day/hour blocks on a time schedule sheet.

2nd Record all regularly scheduled personal activities such as employment.

3rd Schedule a preview time (5-30 minutes) immediately before each class. During the preview, review your notes in preparation for the upcoming class.

4th Schedule a review time immediately after your classes (5-30 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. You can do this with classmates.

5th Schedule time to do your assignments. Work backward. Start with the due date and block time for each step.

6th Schedule your intensive study/ review time 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. Also, use more of the day (i.e. morning, afternoon) for studying. Evening is often an ineffective time to study. When you schedule study time, be **task-oriented** rather than time-oriented. Think in terms of "blocks of time" and **what specifically needs to be accomplished**, not hours of study time. **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.

7th As you prepare for bed, make a short list of what you have learned/accomplished today. This will give you a sense of forward motion. Post this in a prominent location so you can see how much you are accomplishing!

8th Schedule a weekly review (WR) for each course. Do it at the end of the week. 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 during class and study time for each course. You can also look ahead to plan the next week and determine how much reading you need to do, what projects are due, and if any tests are scheduled.

9th Keep open some day or evening 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.

10th Label some empty blocks of time as OPEN for academic or personal needs. Schedule some time during Friday, Saturday, and Sunday for you to play, relax, or do whatever you want to do. This is your reward for sticking to your schedule. In addition, you'll enjoy your free time more.

Adapted from: Academic Skills Center, Dartmouth College
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