



Making a Schedule: Time Management+ Weekly Tracker

Undergraduate Tutoring Center | University of Vermont

Creating a Monthly / Semester Schedule:

Review the syllabus for each course, and record all assignment deadlines, quiz/exam dates, and other important details in one place that is easy for you to check on a regular basis.

Daily / Monthly Planner: The UVM bookstore offers a number of UVM-specific physical planners for a low cost. There is also a large number of free planner templates that can be found online. Whatever version you choose, make sure that it has plenty of room for you to write, and includes both a weekly and monthly view.

Digital Calendar: Keeping a digital schedule will make it easy to add, edit, and review your calendar. Google calendar, Apple calendar, and Microsoft Outlook's calendar are all great free options, with many ways to customize and edit. Digital options can be set up to send you reminders of upcoming events, and schedules or events have the option to be shared with others.

Time Management Apps: Similar to a digital calendar, time management apps tend to offer even more options to help users keep track of their schedules, assignments, and deadlines. There is a large number of task list apps available on the web or as applications, and as a UVM student you will have free access to Microsoft Planner and Microsoft ToDo.

Creating a Weekly Schedule:

1. Record all activities that occur at the same time each week: class/lab, recurring appointments, job schedule, club meetings, etc.
2. Budget in time for self-care activities (sleep, meals, exercise, shower, laundry, etc.)
3. Record any one-time events happening this particular week.
4. Schedule in blocks of time during the week to complete your coursework for each class.

Tip: the general rule in college is to allocate at least 2 hours per week for each credit hour of class. Example: at least 6 hours of outside work per week for a 3-credit class.

Tip: Keep in mind your most productive study times: are you a morning person? Are you more focused after dinner?

5. For each hour that you work on keeping up with a class, dedicate 15 minutes to actively reviewing the material from the previous class (45 minutes of current coursework, 15 minutes of review = 1 hour total). This will help you to study as you go— identify challenging concepts and connect with any resources that can help (professor, TA, study group, tutor, etc!)
6. Develop the habit of taking breaks! Mini-study sessions are much more effective and improve your focus and retention. A good guideline is to work for 25-30 minutes with a 5-minute break, but each person's needs will be different.
7. Schedule a 1-hour block of time once per week to review how your week has gone, to plan for the upcoming week, and to look ahead in the month for deadlines and exams.



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Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 am							
7:30 am							
8:00 am							
8:30 am							
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