



# MAKING A SCHEDULE: TIME MANAGEMENT

## SEMESTER/MONTHLY SCHEDULE:

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

**Daily/Monthly Planner:** The UVM bookstore offers a UVM-specific student planner for \$4.99. Whatever version you choose, make sure that it has plenty of room for you to write, and includes both a weekly and monthly view. [Passionplanner.com/](https://passionplanner.com/) offers free pdf downloads of their templates, with the offer to purchase a full planner through their website.

**Digital Calendar:** Keeping a digital schedule will make it easy to check your calendar. Google calendar and iCal are both 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/events have the option to be shared with others.

**Time Management App:** 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. Examples: iStudiezPro (iTunes store, \$2.99) and Student Agenda (Google Play).

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## 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.
  - a. 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.
  - b. 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=1hr 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 a 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 in 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.



# WEEKLY TRACKER

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
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