

Creating a Weekly Schedule

Do you ever feel overwhelmed and like you have no idea where to start?

Have there been times when you forgot about an assignment, or a test?

Do you often not know where to start when you sit down at home to study?

You need a weekly schedule! Creating a weekly schedule can help you to find and maintain a sense of balance in your life. A weekly schedule can empower you to know what is expected of you in your classes, and in other parts of your life. Are you thinking that you do not know how to create a weekly schedule? No problem! Simply follow the steps below to start implementing a weekly schedule in your life on a regular basis.

What does an effective weekly schedule look like?

- Realistic priorities- By planning seven days at a time you can see how realistic your goals and objectives truly are. You will be able to spread out big projects and find time to complete smaller tasks in between.
- Block off specific goals- If you have a goal to workout three times a week, or read for pleasure twice a week, make sure to include these blocks of time in your weekly schedule so you can actually attain them.
- Patterns are key- Consistent patterns are crucial for helping you to achieve scholastic, and personal, success and health.
- Be honest with yourself- If you know that you study best in the morning, do not think that you can schedule studying time at night, just because it fits better there. Be honest with yourself and create the schedule so that you can obtain success. Remember to reflect your own best learning styles and preferences, while keeping your personal lifestyle in mind.
- Don't forget to eat- Remember to include time for food, exercise and sleep.

Turn over for details on how to create a weekly schedule!

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Five sequential steps in creating a weekly time-management schedule

Do the following steps in order when creating your weekly schedule...

1. Write down all fixed activities
 - These activity times do not change (class times, work, eating, sleeping, etc.).
 2. Write down fixed study times for all classes- a very important memory strategy
 - Fixed study blocks- Blocks of study times will allow you to successfully complete reading and homework, create effective study tools, and review and rehearse.
 - Use the 3:1 ratio- For classes that require reading and writing for every one hour you are in class you should study three hours (studying in college is different than studying in high school).
 - Used spaced practice and not marathon studying- Give yourself a break after at least every 50 continuous minutes of studying.
 - Use each study block for one subject.
 - Study when you are most alert.
 3. Include flexible study blocks
 - Give yourself two or three hours a week that you can use only when you need them for additional study time. If you do not end up needing them, you can simply move them to free time.
 4. Schedule in time for personal goals and responsibilities
 - If you do not do this, you might find yourself lacking time for them.
 5. Place social, leisure, and family time in your schedule
- Try color-coding your schedule so it is easier to see at a glance
 - Start following your schedule as soon as possible

Adapted from:

Wong, L. (2006). *Essential study skills* (5th ed.). Boston, MA: Houghton Mifflin.

University of Cincinnati Learning Assistance Center (n.d.). *Balancing time & commitments: Effective time management*. Retrieved October 30, 2007 from: <http://www.esit.uc.edu/Assets/pdf/Time%20Management%20Workshop%20Booklet.pdf>

Indiana University Purdue University Indianapolis University College (2007). *How many credit hours to take*. Retrieved November 1, 2007 from: http://uc.iupui.edu/currentstudents/enrolling_take.asp

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.							
8:00 a.m.							
9:00 a.m.							
10:00 a.m.							
11:00 a.m.							
12:00 noon							
1:00 p.m.							
2:00 p.m.							
3:00 p.m.							
4:00 p.m.							
5:00 p.m.							
6:00 p.m.							
7:00 p.m.							
8:00 p.m.							
9:00 p.m.							
10:00 p.m.							
11:00 p.m.							
12:00 a.m.							