

WEEKLY SCHEDULE

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This is an example of a possible weekly class schedule:

Monday	Tuesday	Wednesday	Thursday	Friday	Class Time	
Biochem	Biochem	Biochem	Rsrch/St	Med Law	0700	0750
			Micro		0800	0850
Micro	Micro	Micro		Micro	0900	0950
			Med Law		1000	1050
LUNCH	LUNCH	LUNCH		LUNCH	1100	1150
Med Hx	A & P 1	A & P 1	LUNCH	A & P 1	1200	1250
			Med Hx		1300	1350
Directed Study	Med Hx	Research Eval		A&P 1 DS	1400	1450
			A & P 1	Research Eval	1500	1550
Rsrch/St	Rsrch/St	Rsrch/St			1600	1650

24 hours per day x 7 days per week = 168 hours total per week

fixed activity	# of hours per day	total hours per week
sleeping	8 hrs.	56 hrs.
eating	3 hrs.	21 hrs.
attending class/labs	7 hrs.	35 hrs.
total time for fixed activities		112 hrs.

168 available hours – 112 fixed hours = **56 FREE HOURS**

so ... it's up to YOU to manage about 56 free hours in 7 seven days

CONSIDER MAKING A SCHEDULE

Some people believe carefully planned schedules will turn them into robots. But the opposite is actually true! Schedules can help you clearly visualize and better understand what you need to accomplish each day, and so they allow you to make the best use of your time.

Begin by recording your fixed activities. These include classes, labs, meals, sleep, workouts, regular meetings, etc. and will remain the same for each week. When you've entered your fixed activities into your weekly schedule, make enough copies for the entire semester.

Then add information on a weekly basis. Each week record class assignments, due dates, exams, etc. Also include estimated study time for each activity.

KEEP THESE SUGGESTIONS IN MIND

- Try planning your day at a regular time. Spend 5 or 10 minutes in the morning or before you go to bed.
- Reserve large blocks of time — such as an hour or more — for working with new material or learning complex concepts. Then figure out how long you're able to concentrate, and divide the large blocks into smaller blocks of that length.
- As you begin work on each block of time, jot down the time you plan to finish. When you reach your goal, reward yourself with a brief break: move around, talk to a friend, check your email, eat a snack. Do something you enjoy for a few minutes.

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- Use short periods of time — 15 to 30 minutes — for review. It's especially wise to spend a few minutes reviewing immediately BEFORE a class involving discussion or recitation. Immediately AFTER a lecture class, spend a few minutes reviewing your notes.
- Do something daily. It's hard to catch up once you fall behind.
- Plan to really learn the first time so you can spend the rest of your study time to reviewing the material instead of re-learning it.
- Don't overdo it; leave some blank space on your schedule for spontaneity.

REMEMBER: IT'S HOW YOU USE YOUR TIME THAT COUNTS!

- Below is an example of a possible weekly schedule for the class schedule above:

Hour	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
6-7	Brkfst	Brkfst	Brkfst	Brkfst	Brkfst	Brkfst	Brkfst
7-8	Study	Biochem	Biochem	Biochem	Rsrch/St	Med Law	Study
8-9	Study	Biochem	Biochem	Biochem	Micro	Med Law	Study
9-10	Study	Micro	Micro	Micro	Micro	Micro	Study
10-11	Study	Micro	Micro	Micro	Med Law	Micro	Study
11-12	Lunch	Lunch	Lunch	Lunch	Med Law	Lunch	Lunch
12-1		Med Hx	A & P 1	A & P 1	Lunch	A & P 1	
1-2		Med Hx	A & P 1	A & P 1	Med Hx	A & P 1	
2-3	Read /Skim Monday's lectures	Directed Study	Med Hx	Research Eval	Med Hx	Directed Study	Study
3-4	Read /Skim Monday's lectures	Directed Study	Med Hx	Research Eval	A & P 1	Research Eval	Study
4-5	Read /Skim Monday's lectures	Rsrch/St	Rsrch/St	Rsrch/St	A & P 1	Research Eval	Study
5-6	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner	Dinner
6-7		Study	Study	Study	Study		
7-8		Study	Study	Study	Study		
8-9		Study	Study	Study	Study		
9-10		Study	Study	Study	Study		
10- 6 AM	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep	Sleep
enter total number of hours below							
sleeping	8	8	8	8	8	8	8
eating	3	3	3	3	3	3	3
class/lab	0	7	7	7	7	7	0
other	6	0	0	0	0	4	6

