

MODEL SCHEDULE

Managing time more efficiently usually means creating new daily habits. One way to get started with new habits is to map out a schedule showing exactly when you will do what for an entire week. Following a schedule like this may seem awkward at first, but eventually you will develop new habits that can improve your academic performance and also leave you with more free time.

Page 2 of this document contains a sample weekly calendar divided into half-hour time blocks. Examples of academic and extracurricular activities are provided to illustrate a potential week in the life of a student; however, based your academic and extracurricular activities as well as everyday basics like sleeping and eating, your schedule may look differently.

You may create your own model semester schedule by using the blank template found on page 3 of this document. You can designate and organize your time as you like and use whatever color coding you prefer.

To create your model semester schedule begin by thinking about how you spend your time in the categories listed below:

1. **Classes** – Block out the time to get to and from classes as well as actual class time.
2. **Regular commitments** - Scheduled activities that you attend on a weekly basis, such as time you spend in church, clubs, organized sports, volunteering, job, etc.
3. **Basics** - Include time for sleep, getting ready in the morning, cooking, eating, doing laundry, going to the gym, etc.
4. **Study time** - Set aside time that you plan to devote each week to studying, reading, managing notes, and doing assignments. You should schedule at least 2 hours per week for every hour you spend in class (for example: if taking 15 credit hours you should schedule 30 hours of study time on your model semester schedule). Think about scheduling study time when you are at your best; for instance, if you are a “morning person,” then block out study times in the morning. You may also want to schedule your study times in short (1-hour or less) blocks, with recreation or study breaks in between. This will help you to keep your concentration and allow you to reward yourself for a productive study session with a relaxing break. When scheduling study time, think about using time in between classes when you might be tempted to take a nap, play video games, or talk with friends.

You can leave the rest of the calendar blank, so you can use the time as you wish, or you can schedule in personal, social, or family time if that is your preference. Some students like to schedule everything, including going out with friends or watching TV. This free time serves as your “pool” of hours if you need them during busy times like the two weeks before final exams.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am							
7:30am	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
8:00am		PSY 2012		PSY 2012			
8:30am		PSY 2012		PSY 2012			
9:00am	MAC 1105	PSY 2012	MAC 1105	PSY 2012	MAC 1105		
9:30am	MAC 1105		MAC 1105		MAC 1105		
10:00am		Gym		Gym			
10:30am	Study	Gym	Study	Gym	Study		
11:00am	Study	Gym	Study	Gym	Study	Study	
11:30am						Study	
Noon	Lunch	Lunch	Lunch	Lunch	Lunch		
12:30pm							
1:00pm	BSC 1005		BSC 1005		BSC 1005	Work	
1:30pm	BSC 1005		BSC 1005		BSC 1005	Work	
2:00pm		ENC 1101		ENC 1101		Work	Study
2:30pm	Study	ENC 1101	Study	ENC 1101	Study	Work	Study
3:00pm	Study	ENC 1101	Study	ENC 1101	Study	Work	Study
3:30pm	Study		Study		Study	Work	Study
4:00pm	Study		Study	BSC 1005L	Study	Work	Study
4:30pm		Study		BSC 1005L		Work	Study
5:00pm	Gym	Study		BSC 1005L			
5:30pm	Gym	Study		BSC 1005L			
6:00pm	Gym	Study		BSC 1005L			Club Meeting
6:30pm				BSC 1005L			Club Meeting
7:00pm	Dinner	Dinner	Dinner	Dinner	Dinner		Club Meeting
7:30pm							
8:00pm	Study	Study	Study	Study			Study
8:30pm	Study	Study	Study	Study			Study
9:00pm	Study	Study	Study	Study			Study
9:30pm	Study	Study	Study	Study			Study
10:00pm							
10:30pm							
11:00pm							
11:30pm							
Midnight							

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