**WEEKLY SCHEDULE**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **TIME** | **SUN.** | **MON.** | **TUES.** | **WED.** | **THURS.** | **FRI.** | **SAT.** |
| 7:00a |  |  |  |  |  |  |  |
| 8:00a |  |  |  |  |  |  |  |
| 9:00a |  |  |  |  |  |  |  |
| 10:00a |  |  |  |  |  |  |  |
| 11:00a |  |  |  |  |  |  |  |
| 12:00p |  |  |  |  |  |  |  |
| 1:00p |  |  |  |  |  |  |  |
| 2:00p |  |  |  |  |  |  |  |
| 3:00p |  |  |  |  |  |  |  |
| 4:00p |  |  |  |  |  |  |  |
| 5:00p |  |  |  |  |  |  |  |
| 6:00p |  |  |  |  |  |  |  |
| 7:00p |  |  |  |  |  |  |  |
| 8:00p |  |  |  |  |  |  |  |
| 9:00p |  |  |  |  |  |  |  |
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| 11:00p |  |  |  |  |  |  |  |
| 12:00a |  |  |  |  |  |  |  |
| 1:00a |  |  |  |  |  |  |  |
| 2:00a |  |  |  |  |  |  |  |

 **Center for Student Success**

**How to Use the Weekly Schedule**

**STEP 1: Identify obligated times**

1. Jot down all your class times.
2. Identify your work hours if you are employed.
3. Fill in any other regular appointments (practice time, club meetings, extra-curricular activities, etc.).
4. Don’t forget to include meal times, sleep times, and travel times if you are commuting somewhere by car!

**STEP 2: Start assigning your “free times” on the schedule**

1. Assign time to complete homework for each class (consider color coding by class).
2. Assign additional times to review notes, study, and interact with class material on a daily basis.
3. Make sure to include breaks and time for fun/social life as well!

**STEP 3: Analyze your situation**

1. Have you found “hidden time” you didn’t know you had?
2. Is there enough time available to study for all your classes?
3. If you are having trouble finding hidden time or study time (or simply feel overwhelmed), contact the Center for Student Success to make a coaching consultation appointment.
4. If your schedule looks reasonable, then stick to it! You can use the same weekly schedule all semester, or if your schedule is more variable, you can create a new one each week!
5. Don’t forget to check out the **WEEKLY TO DO LIST** and **SEMESTER CALENDAR** as additional resources to help manage your time for a successful semester!!